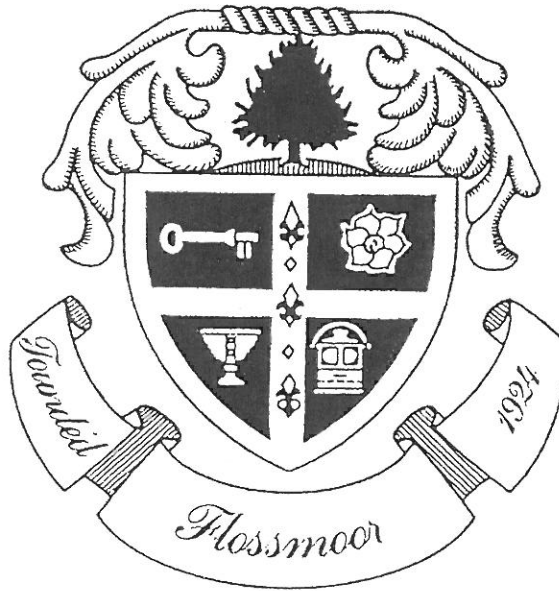


# VILLAGE OF FLOSSMOOR

Traditions of Excellence



ANNUAL OPERATING BUDGET

Fiscal Year  
2011 - 2012





# VILLAGE OF FLOSSMOOR, ILLINOIS

## FISCAL YEAR 2012 BUDGET

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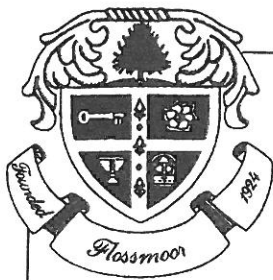
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# Village of Flossmoor

## Mayor

*Paul S. Braun*

## Village Manager

*Bridget A. Wachtel*

## Trustees

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*Perry W. Hoag*

*Philip J. Minga*

*James C. Mitros*

*James B. Wilder*

*Diane Williams*

## Village Clerk

*Pamela S. Nixon*

May 1, 2011

Honorable Mayor and Board of Trustees  
Village of Flossmoor, Illinois

We are very pleased to present to you the approved annual budget for the Village of Flossmoor for the fiscal year beginning May 1, 2011 and ending April 30, 2012. This document represents the collaborative efforts of the management staff and the Village Board to produce a balanced financial plan and work program for Fiscal Year 2012. The Village of Flossmoor's annual operating budget serves as the primary planning and financial tool to accomplish the many objectives, policies and programs set by the Village Board within the context of the following mission:

*Our goal is to maintain and enhance the Village of Flossmoor as a first-class family-friendly community where the residents share a system of values based on neighborliness and pride in their community. We wish to be known for the high quality and stability of our neighborhoods and for excellent public services. We will strive to continue to set a standard that blends the standards of a small town with a cosmopolitan environment so that our residents and businesses are proud to call Flossmoor their home.*

Each year, as we participate in the budget process, we pause to consider our accomplishments over the past year. We continue to be proud of our successes. This document reports those successes to the community so that all can understand how our tax dollars have been effectively and responsibly used to serve our residents.

## **FISCAL YEAR 2011 ACHIEVEMENTS**

Fiscal Year 2011 was another successful year for the Village of Flossmoor filled with growth and development as well as progress. The Village has historically utilized sound financial planning which has allowed a healthy fund balance to grow for rainy days, special projects and capital improvements. As a non-home rule community with a large dependence on property tax, experiencing the pressure of property tax caps coupled with the current recession and recovery period, rising labor and operational costs, declining revenues dependent upon market conditions such as investment income, income tax, and sales tax, the condition of our fund balances is a constant concern for the Village.

In 2006, the Village Board successfully pursued a property tax referenda requesting an increase to the Village's overall tax limiting rate, the primary purpose of which was to fund public safety services. The additional monies generated from the referenda, approximately \$600,000, first impacted cash flow in the Fiscal Year 2008 budget. These monies have been instrumental in

funding public safety services, thereby creating financial relief on the rest of the Village budget and continuing the Village's long-standing policy of "save then spend" for capital improvements. Certainly, the receipt of these referendum monies was serendipitous. The economy has changed drastically since 2006, and this additional funding has been key to the Village's ability to weather this economic storm. That being said, the recession and the downturn in the real estate market have still had a direct impact on our budget.

In recent years, the Village has undertaken a mid-year financial review and a five-year projection analysis, both of which were again completed in Fiscal Year 2011. Many of the budgetary fluctuations that were noted in the mid-year financial review were expected in this type of economic climate. The following conclusions were drawn from the Fiscal Year 2011 five-year projection analysis. First, the Village was pleased to report that we continue to expect the 2006 referendum monies to sustain our operations through Fiscal Year 2012 as originally projected. Second, and of a greater concern, the study projects that the Village's financial outlook will significantly change starting in Fiscal Year 2013 when the Village will be utilizing a significant amount of fund balance to close a revenue gap. This situation is projected to compound in Fiscal Year 2014 when the ending General Fund balance will dwindle to the near level required in accordance with the Village's General Fund reserve policy and dip below that level in Fiscal Year 2015. This analysis assumes no capital improvements over the next five years other than a few projects identified in the Fiscal Year 2011 and 2012 budgets. Most importantly, this financial analysis and its trends have not deviated from last year. It is clear to both the Village Board and the management team that the Village's financial outlook will turn dismal without some intervening measures.

At the Village Board's direction, staff continues to prepare the annual budget in an extremely conservative manner with a critical eye on both expenditures and revenues to ensure our financial reserves remain strong and our ability to deliver current services remains intact. Beginning this year, the Village Board began to review revenue opportunities and fee adjustments. Already this year, the Board has acted upon a few of those items including an update to the police ticket fines, equipment violation fines, and property maintenance fines. They also adopted an administrative tow fee and administrative adjudication. Other revenues are still being explored, and the Village Board remains interested in discussing them in order to sustain our current service levels for as long as possible. Further, in preparing the Fiscal Year 2012 budget, the Village Board has asked staff to prepare a discussion on service modifications starting with those that have the most minimal impact in anticipation that expenditure decisions may need to be made. Finally, the Village Board has also discussed ways in which they should respond to the long-term financial trends. With the impact of the 2006 referendum monies dwindling, the Village Board realizes that it is about to embark on difficult revenue and expenditure decisions.

The community should feel confident that their local tax dollars are well managed, and the Village Board is appropriately responding to the observed financial trends. In fact, the Village's sound financial practices and policies have been praised by Standard & Poor's (S&P), a bond rating agency. In 2009, S&P upgraded the Village's bond rating from AA to AA+, with "strong financial operations" cited as one of the four major strengths of the Village. Without a doubt, to receive an upgrade to the AA+ rating during the many financial and economic challenges in the last few years is an incredible achievement for the Village and its residents. This upgraded rating is a direct result of the conservative and sound financial policies and practices of not only this Village Board and current staff but those of past boards and staff. Furthermore, the AA+ rating has a direct financial impact on the Village and its taxpayers. Specifically, the Village's bond rating upgrade itself accounted for nearly \$80,000 of the \$265,000 savings associated with

the 2009 Advance G.O. Refunding Bond Issue. These savings will not impact the Village budget, but rather, positively impact property tax payers and are reflected in tax bills.

### **Planning and Economic Development**

Despite the recession, the Village continues to have experienced a significant amount of commercial development activity over the past few years. We are pleased to report that both CVS Pharmacy and Alliance Medical received certificates of occupancy in Fiscal Year 2011. In both cases, the development team overcame significant obstacles to the completion of the construction of these two projects. The Village's efforts made a significant positive impression on the development teams and strengthened our reputation as a business-friendly community. Also this fiscal year, Ingalls Health Care began construction of the expansion of its existing diagnostic/medical office facility located on Governors Highway. The expansion consists of adding a third floor which will have an area of approximately 34,000 square feet, and it is anticipated that all of it will be used as medical office space for non-staff physicians. The construction of this project is moving forward on schedule, and it is anticipated that it will be completed by fiscal year end. All of these commercial projects will contribute to the Village's commercial property tax base.

Despite the weak economy and low levels of development activity, staff continued to seek out potential development opportunities this past year primarily through the International Council of Shopping Centers. Participation enabled staff to maintain contacts with regional real estate developers and prospective retailers as well as make new contacts. The current economic development marketing materials for the Village and the TIF District in particular are dated. With the anticipation of the release of the 2010 U.S. census data in spring 2011, staff plans to update these materials. Staff is currently developing a Village-wide marketing and branding plan, inclusive of economic development activities. This plan will be presented to the Village Board in the future for consideration and funding.

Staff has also had several in-depth discussions with a prominent local developer/commercial property owner regarding the feasibility of a supermarket-anchored retail development in the TIF District. Unfortunately, current economic conditions have precluded these discussions from moving beyond the conceptual stage. Despite the weak development market, staff continues to implement the TIF District's Finance and Facilities Plan.

We have previously pointed out that the lack of modern infrastructure in the TIF District is a significant obstacle to development. Although no additional development is currently underway in the TIF District, the Village has committed to providing the infrastructure in the District as an incentive for development and a service to current residents. This past fiscal year, the Village completed various infrastructure improvements along 198<sup>th</sup> Street, including the installation of water main, sanitary sewer, storm sewer, and the roadway widening along 198<sup>th</sup> Street.

With the completion of the 198<sup>th</sup> Street infrastructure project, staff resources will be redirected to the extension of the Crawford Avenue water main in Fiscal Year 2012. Due to factors which constrain the Village's ability to locate the water main within the right-of-way, the project will require additional coordination between the Village Attorney and several staff members. The TIF District is set to expire in September 2014; however, the expiration of the TIF District will have no effect on the zoning or the marketing of this property for commercial uses. It is anticipated that as part of the discussions of the comprehensive amendment to the Zoning Ordinance, the long-term land use objectives for this area will be reviewed.



Over the past fiscal year, staff continued with the Zoning Ordinance update, primarily with the preparation of an annotated version of the Ordinance reflecting those changes that have already been proposed. In Fiscal Year 2012, the Zoning Ordinance text amendments will be a priority. We anticipate completing the preparation of an annotated version of the Ordinance reflecting the proposed changes. Subsequently, staff will develop and implement an information/education effort in advance of the formal public hearing by the Plan Commission and adoption of the updated Ordinance by the Village Board. A related project which received funding this fiscal year was the preparation of a new zoning map. Working with the Village consulting engineer, staff secured GIS data from Cook County to develop an accurate base map for the Village. This new map will provide the basis for a new zoning map as well as the address map and utility atlas. The new map will be far more accurate and present a more professional appearance than the version that has been in use for the past twenty years. Staff expects to complete this project by fiscal year end. In addition to providing the basis for an accurate address and zoning map, the GIS data obtained by the County will also provide the foundation for a GIS system. GIS systems are a comprehensive mapping and data base tool in widespread use by municipalities as well as the private sector. The implementation of a GIS system in the Village would increase the efficiencies and effectiveness of our service delivery across all departments and needs to be considered a long-term goal. A GIS consortium of Chicago-area municipalities was developed approximately ten years ago to achieve cost savings in the implementation and maintenance of GIS through the collective purchase of staff services and sharing of information. Staff will explore the feasibility of joining the consortium in order to secure a GIS system for Flossmoor.

Also this fiscal year, staff has initiated and processed several zoning and municipal code amendments to provide accommodations for sidewalk sales, strengthen regulatory controls over animals in residential districts, and preserve commercially-zoned properties for revenue producing uses.

#### **Public Works Department**

The Public Works Department completed many significant projects in Fiscal Year 2011 that will have a lasting impact on the Village's infrastructure. The Department was very aggressive in securing stimulus grant funding to support many of these capital improvement projects that were completed. A few of the Village's projects received American Recovery and Reinvestment Act funding. The first is the resurfacing of Flossmoor Road from Western Avenue to Dixie Highway. Specifically, the Village received stimulus funds from the State of Illinois to complete this project, which was 100% grant funded. The second project is the Water System Automation Project and the Crawford Avenue North Water Main Extension. As part of the stimulus funding allocated through the Army Corps of Engineers, the Village was successful in securing a Section 219 grant. This grant funded 75% of the costs associated with the above projects. The Water System Automation Project implemented automation technology so that the water distribution system operates with the use of a fully automated SCADA system. In addition to the automation project, the Section 219 grant included funding to extend water main on Crawford Avenue from Family Video to the northernmost boundary of the Madison Meadows subdivision. This project entails the connection of the Village's two west high pressure zones and allows them to function as one zone regulated by the Meinheit tower. The water main was installed in May 2010, and the water automation technology was substantially completed in December 2010. Finally, as part of the Illinois Department of Transportation Emergency Repair Program, the Village received funding for the resurfacing of Flossmoor Road from Governors Highway to Sterling Avenue. This project was entirely grant funded and was completed in October 2010.

We have previously reported that the Village has long anticipated the State of Illinois reconstruction of the Dixie Highway bridge. The project required the Village to relocate the water and sanitary sewer mains that are in conflict with the new bridge structure. Construction began last spring and was completed in November 2010. The new bridge provides commuters with an improved roadway, and it is anticipated that the new design of the bridge will improve creek flooding. Final payment to IDOT for the Village's financial share of the utilities relocation is scheduled in Fiscal Year 2012.

Also this year, Public Works coordinated with the Flossmoor Fire Department and the Sunnycrest Fire Protection District on the extension of approximately 1,500 feet of new 8" water main and four fire hydrants north of Central Park Avenue and east along 192<sup>nd</sup> Street. The improvement was paid for entirely by the Sunnycrest Fire Protection District, and the Village will own and maintain the new water main. The project was completed in October 2010.

The majority of the Village's capital improvements are funded with reserve cash on hand. Due to national and regional impacts on the Village's budget and the projected need to allocate additional reserves to fund daily operations over the next several years, the Village has significantly scaled back capital improvements, especially those financed through the General Fund. Although much capital investment in the Village's infrastructure and facilities is needed, deferral of these projects is an appropriate first step in responding to the financial projections. Projects deferred in Fiscal Year 2011 included the engineering associated with the reconstruction of the Brookwood bridge deck and this year's phase of the Sidewalk Replacement Program. A temporary halt on the Village's Capital Program can be made with very little long-term effect, but we caution that this approach cannot be viewed as a long-term solution.

Given that many of our capital improvements are currently deferred, only those capital projects that are funded with funds other than the General Fund are being considered for next year. The first project is the Vollmer Road Water Main Replacement Project Engineering. Annually, several main breaks occur on the Vollmer Road water main. This project is to finalize engineering for the replacement of the 10" feeder main from Holly Lane to Dixie Highway. A new 12" main will be installed along with new fire hydrants and valves for improved fire flow.

A second project relates to the newly-established water system automation. The newly-automated water system currently utilizes the Sterling Avenue tower as the lead control tower for the Sterling Avenue pump station and Vollmer Road reservoir. The water system software is designed to utilize the Sterling Avenue tower or the Western Avenue tower as the lead control for the two pumping stations. In order to automate the Western Avenue site, several minor improvements need to be made at the tower location including a tap on the water main that feeds the tower, a newly-erected control shed with control pad, a leveling transducer, and new electrical service. The Public Works Department anticipates utilizing its water system maintenance budget to pay for this improvement. Finally, for several years, the Village has implemented the recommendations from the 2004 Water System Study which was the replacement of the residential water meters. At this time, all but approximately 200 water meters in our system have been converted to electronic touch read technology. These new water meters and outside meters will more effectively read the Village's water usage and provide the opportunity for Village staff to more efficiently read the meters. Staff is hopeful to complete the changeout of these remaining 200 meters in Fiscal Year 2012 through a staff-administered program.

## **Fire Department**

During the past year, the Fire Department responded to 727 paramedic calls and 412 fire calls. This service demand represents a .076% decrease and a .012% increase respectively from last year's service needs.

In Fiscal Year 2011, the Fire Department was focused on a handful of capital equipment needs. For the past couple of years, the Fire Department has worked toward the replacement of squad pumper 1320. The contract to build the apparatus was signed in Fiscal Year 2010, and we received the equipment this spring. This new piece of apparatus is designed with several enhancements including more storage capabilities for the Department to transport ancillary equipment and materials on a primary piece of apparatus. The design of the new squad pumper will serve the Village for many years.

The Volunteer Corporation was instrumental in upgrading equipment this past year. Through their fundraising efforts, they purchased and placed into service two thermal imaging cameras for the purpose of performing civilian rescue. The Department now has one of these valuable lifesaving tools on each fire engine. The Volunteer Corporation also assisted the Village in upgrading an automobile extrication tool located on the squad pumper. These tools are better designed to dismantle modern vehicles during accident rescues.

One of the Village's most cost-effective means of providing emergency service is by continuing to foster volunteerism within the Department. One of our goals for Fiscal Year 2011 was to build and strengthen the volunteer membership. Today, we claim a full roster of volunteer firefighters and with new recruits, training has been a focus. In 2010, the Fire Department personnel participated in over 696 training sessions for a total of 8,964 training hours, which is approximately 4,000 additional hours of training compared to 2009. Also this year, our Department participated in a combined training program with many of our neighboring departments with whom we provide automatic aid and mutual aid. This program ensures that all agencies will work seamlessly on the fire ground. A drastic improvement in the operations has been realized, and it is our Department's goal to expand this program with all the departments participating in MABAS Division 24. With so many new volunteers, significant demands have been placed upon the Department's training and administration. One goal in Fiscal Year 2012 is to continue to develop and mentor the volunteer membership. The first one to two years of membership is spent receiving basic training and certification. With these objectives, a tremendous amount of guidance is required during this process. Leadership and mentoring contributes to the retention of the volunteers, which is important given the financial and time commitment that is made to each volunteer.

The Department experienced additional personnel changes this past year. A promotional testing process was completed for the position of Volunteer Captain, and three promotions were made to fill these vacant positions. We also completed a similar promotional testing process for the position of Volunteer Lieutenant and filled two vacancies. Also this fiscal year, Assistant Fire Chief David Habecker retired after seven years of service with the Village of Flossmoor and a total of 29 years of fire service. Effective May 1, Keith Damm, Captain/Training Officer, will assume this position, and we will begin the testing process to fill the Captain/Training Officer position. With approximately 53 Fire Department personnel, having a full complement of administrative staff is vital to the organization.

The replacement of capital equipment continues to be a priority in Fiscal Year 2012. Next year, the Department intends to replace ambulance 1372. The existing unit was purchased in 1997, and while it has served the Village well, it is beginning to show signs of a need for replacement.



Since 1997, ambulance engineering and design has improved, and we expect to take advantage of these improvements during the specification process.

Another goal in Fiscal Year 2012 is to replace the breathing air compressor unit that is used to refill the self-contained breathing apparatus (SCBA) that firefighters wear inside a structure fire. The unit was originally intended to be replaced in Fiscal Year 2011 but was deferred.

The success of our Fire Department is largely dependent upon the work and dedication of our many volunteers. I extend a heartfelt thanks to these individuals who dedicate their time and talent to protecting our community. For the last several years, the Village has outdone industry standards by maintaining an effective volunteer staff as call volumes have increased over time and the operations have become more complex. The efforts that are being undertaken with our strategic planning process, workforce development, volunteer recruitment, and succession planning will help insure that our Fire Department staffing structure will sustain the Village for as long as possible before more significant changes need to occur.

### **Building and Inspectional Services Department**

During calendar year 2010, the Division of Inspectional Services issued 77 permits (\$51,935 in permit fees) compared to 55 permits in the previous year. The total taxable construction value was \$8,507,438 in 2010 compared to \$5,880,920 in 2009. For this fiscal year thus far compared to the same period last fiscal year, the Village is experiencing an increase in the total number of permits (58 permits compared to 44 permits). No new single-family residential permits have been issued, and permits for additions and alterations are up 132% compared to the same period last year. The number of single-family rehab/addition permits was 71 in 2010 compared to 50 in 2009, reflecting \$1,391,758 in construction value. These positive statistics reflect a few points that are worth noting. First, residents continue to invest in their property with building improvements despite the recession. Second, a portion of the permits are for vacant and/or foreclosed homes that are purchased, rehabbed and resold. In this real estate market, it is our goal that despite foreclosures, homes are resold and inhabited. Third, the number of permits and inspections has increased due in part to the fact that we have begun issuing permits for roofing work. As mentioned earlier, commercial development in the Village has increased over the last couple of years. In June 2010, the Village issued a construction permit for the Ingalls Flossmoor Family Care Center third floor addition, the revenue for which is contributing to these statistics. Also, we issued an occupancy permit for CVS Pharmacy in October of 2010.

One major goal in the Division of Inspectional Services for Fiscal Year 2011 was to orient the Fire Building Inspector in Inspectional Services. This goal has been successfully achieved with the employee completing plan reviews and building inspections. Although not perhaps directly observed by the public, this staffing assignment has resulted in a more cohesive service delivery.

The Department continues to evaluate the Village's Building Code and its relationship to the model codes adopted in 2007. This year, we updated Chapter 14 of the code to adopt the most recent addition of both the Illinois State Plumbing Code and the current International Energy Code. A goal for Fiscal Year 2012 is to re-evaluate the elevator inspection program, including the services provided by elevator inspection contractors. The State has updated the elevator codes, and the amount of Village oversight has increased.

The Division of Inspectional Services has been led by the Assistant Fire Chief. Other goals and the overall direction for the Division will be shaped by Assistant Chief Damm in the upcoming year as he acclimates to the position.

## **Police Department**

Staffing and staff development continue to be a significant priority for the Police Department. Due to one vacancy and two extended illness/injury cases, the Department has been forced to operate between one and two officers short for the majority of this year. A replacement officer to fill the vacant position is in training, and we expect him to be able to be assigned to a patrol shift shortly. Despite these staffing challenges, our participation in mutual aid activities such as the Major Crimes Task Force, Major Accident Reconstruction, Network III Tactical Unit, the South Suburban Emergency Response Team, and the recently formed ILEAS Mobile Field Team has been maintained. These mutual aid groups serve to provide our officers valuable experience. They also serve to provide the Village assurance of specialized police services should we find we need the help.

Training continues to be a focus for the Department, and thus far in this fiscal year, officers have received over 850 hours of training on various topics including juvenile law, search warrant service, use of force, and rapid response to active shooter, to name a few. In addition, staff completed all training and system upgrades to be fully compliant with the new Freedom of Information Act requirements. The Department, similar to the rest of the Village, is handling a full FOIA workload that has more than doubled since the Act was revised in January 2010.

An ongoing Police Department goal was realized this year with the adoption of an updated Police Policy Manual. A comprehensive update was made to all the police policies, and the staff has oriented themselves to the new policies. A service was utilized to assist the Department in updating the manual, and this service also provides ongoing training bulletins which the Department has implemented.

Once again, the Police Department participated in the IDOT Highway Traffic Safety Agency grant. Our studies on seatbelt compliance estimated current daytime use of seatbelts at 93.25% of those drivers and front seat passengers observed during this program. The program observes a sampling of daytime traffic, thereby reflecting behavior of both residents and non-residents. This compliance rate has increased from 49.25% when the Department began grant participation in 2005. Currently, the overall rate for the State of Illinois is 91.7%. Because of our high success rate, the Village is not eligible to receive the grant for next year; however, we intend to apply in the fall of 2011, and if successful, we will receive funding in Fiscal Year 2013.

For the second year, Department personnel partnered with the Homewood-Flossmoor Park District, Homewood Police Department and the Active Transportation Alliance in bringing a bike rodeo to residents, which was held at Parker Jr. High. This program is an excellent community outreach program creating positive community relationships with the Police Department. The E-Cop email notification program continues to add subscribers and is considered a useful policing tool. It can be credited with the arrests of several would-be thieves and burglars due in part to the keen observation and police notification of alert residents. Officers on routine patrol also arrested two would-be burglars caught in the act by the officers in two separate cases.

A presentation on local adjudication and related ordinances along with an administrative tow ordinance and contract with an adjudication software provider was made to the Village Board this year. The proposed package was accepted and enacted by the Board, and now staff has begun the process of implementing the program. Outstanding tasks to execute the program include hiring a hearing officer, implementing the related hearing procedures, updating tickets, and training employees on the software. Staff expects to begin conducting hearings shortly after the beginning of the new fiscal year.

Another goal for Fiscal Year 2011 which has been completed is the testing and creation of a Patrol Officer eligibility list. Shockingly, over 250 applications were received and about 180 candidates appeared for the first test with over 90 advancing to the final phase of testing. The process involves staff at all levels and used about 260 staff hours plus 156 volunteer hours put in by the Police and Fire commissioners. Clearly, the high number of interested applicants is a reflection of the economy. In the end, a quality list of eligible candidates was posted.

Our public safety and administration staff have played an active role in the governance of E-Com, our central dispatch agency. Our staff was active this past fiscal year with E-Com responsibilities including the selection of a new Director and researching the participation of E-Com and the Network III communities participating in the Cook County Sheriff's interoperable radio system. We expect that our participation with E-Com will remain strong next fiscal year with the assimilation of the new Director, the research of the aforementioned radio system, the negotiation of a labor contract, and other projects.

A few goals for Fiscal Year 2012 are worth mentioning. First, the Patrol Officer labor agreement expires May 1, 2011. Several police and administration staff will participate in the collective bargaining process. Second, due to staffing issues, the popular Citizens Police Academy is not expected to take place during Fiscal Year 2011, but the Department will make every effort to host a third session in Fiscal Year 2012. In this twelve week course, residents not only acquire a significant amount of knowledge about the Village's Police Department, they also develop community relationships and establish a rapport with the police officers. Finally, another goal for next fiscal year is to study the advisability of implementing the Cook County Circuit Court Clerk's electronic ticketing program.

### **Finance Department**

As always, the Village's Finance Department has been instrumental in insuring that the Village's finance operations are efficient and responsive to both its internal customers (Village departments) and external customers (residents and vendors). Our sound financial planning has guaranteed that we are saving for our future financial needs. Our Capital Equipment Fund and Finance and Facilities Plan have been developed as excellent financial tools for the Village. Our prudent financing and daily accounting resulted in only four auditor adjustments for the previous fiscal year.

As you well know, in 2009, the Village advance refunded the 2002 G.O. Bond Issue which was used for the construction of the public library completed in 2004. The advance refunding of these bonds saved taxpayers approximately \$265,000. In conjunction with the refunding, the Village experienced a bond rating review which resulted in the upgrade of the Village's bond rating to AA+ with "strong financial management operations" cited as one of four major strengths. The Village's bond rating upgrade itself accounted for nearly \$80,000 of the savings. While the closing on the 2009 advance G.O. refunding took place in Fiscal Year 2010, the actual refunding of the bonds took place December 1, 2010 in Fiscal Year 2011. The Village had significant responsibilities during the year in managing both bonds including accounting, monitoring the escrow account, managing proceeds remitted to the Village, disclosure requirements, and closing the 2002 bonds. The manner in which these tasks were handled was important to the status of the bonds. The successful management of this financial matter is one of several testaments to the strong financial management of this Village.

Another objective which was met during Fiscal Year 2011 was conducting the review of the Village's health insurance provider and broker services. This process resulted in the conversion to a new broker, The Horton Group. The hiring of The Horton Group resulted in numerous enhancements at no additional cost to the Village. Among the most significant of these

enhancements has been legislative updates and implementation guidance regarding new requirements due to healthcare reform. The new broker is also assisting with Cobra administration and the implementation of a Wellness Program for full-time employees. With the selection of a new broker, the Village Board and management committed to implementing a Wellness Program in an effort to improve the management of insurance costs. In Fiscal Year 2011, the initial phases of the Wellness Program were completed, including offering employee wellness screenings, the formation of a Wellness Committee, and the introduction of an incentive program utilizing a pedometer-based rewards system. As the Village enters Fiscal Year 2012, we expect the Wellness Program to take root, and the Wellness Committee to introduce new and fun programs for full-time employees.

Healthcare reform initially included two employer tax reporting provisions that will place significant workload burden and costs on the Village. The provisions will require employers to report health insurance premiums (both employer and employee shares) on W2s and to issue 1099s to all vendors/individuals who receive a check from the employer. Fortunately, the 1099 provisions have since been repealed. Although implementation has been delayed until 2012 for W-2 reporting, the Village has a significant amount of work to complete to prepare for the change. The Village's payroll system does not presently have the capability to handle new W-2 requirements. This provision is an unfunded mandate which the Village will be challenged to achieve given our small staff size and limited resources.

An unexpected objective in Fiscal Year 2011 was recruiting and training a new accounting clerk for payroll and accounts payable. Due to the small staffing level in the Department and the essential nature of the position's functions coupled with the immovable and continuous deadlines, the vacancy created a challenge to maintaining operations and recruiting and training a new clerk. We are pleased to report that operations proceeded with services delivered accurately and without any deadlines missed. Further, we have hired a highly qualified individual who is acclimating well to the position.

The Public Works project to replace the Village water meters and upgrade reading equipment continues to have a significant impact on the water billing function performed by the Finance Department. The cooperation of the Finance Department has been vital in completing the project in a manner which causes the least amount of distress to the residents and staff. Therefore, the Finance Department and Public Works Department have been working closely throughout all steps of this project which will continue into next fiscal year.

The role of the Finance Department continues to be critical in monitoring the effect of the economy on the Village's financial health. This role includes monitoring long-range financial forecasts to quantify national and regional economic impacts, evaluating the ability of the referendum money to sustain operations, assisting in the identification and adoption of needed revenue enhancements, and assisting with the analysis of possible service modifications. As we move closer to Fiscal Year 2013 through Fiscal Year 2015, which we have identified as a critical period in the Village's financial health, the Village's financial management team, including the Village Board, will be challenged with additional studies, the identification of options for the Village Board's consideration and the development of an action plan.

### **Administration**

In addition to assisting the Village Board with policy development and implementation as well as providing general management oversight to Village operations, the Village Manager's office has several areas of responsibility. First, this office is responsible for intergovernmental relations with other local taxing agencies, as well as regional, state and federal agencies. The staff in this office is also responsible for general resident communications, including the development of the



Village newsletter, *The Flossmoor News*, which is published quarterly, an electronic newsletter which is published semi-monthly, the Village website, and the development and distribution of general marketing information. The Village Manager's office prepares the annual budget for Village Board review and approval and is responsible for working with the Village Board and departments on the development of an annual work plan. The staff becomes involved in operational areas such as personnel management, labor negotiations, risk management, capital projects, and economic development.

The Fiscal Year 2011 budget included funding for services associated with a resident survey. This tool is useful to solicit resident opinion on service delivery and how residents envision their community in the future. In light of the 2009 election when the majority of the Village Board was elected and considering the tough economy, we envisioned using this survey to discuss service prioritization and input on revenue enhancements that have yet to be pursued by the Village. This survey will be useful in assisting the Board and staff with establishing priorities and insuring that our programs, services and objectives are responsive to the community. As the Five Year Projection Analysis continues to show that the Fiscal Year 2013 – Fiscal Year 2015 period becomes more critical to the Village's financial health, a survey seeking resident satisfaction and their value of our services is of a greater need than previously identified. Staff has selected a vendor that can produce a survey that not only gages residents' satisfaction but also residents' priorities and values. Staff expects to be able to complete this survey in early Fiscal Year 2012.

One interdepartmental project which the Village Manager's staff has been coordinating is the review and update of the Village's Municipal Code. In general, this project entails the outsourcing of the codification of the Village's municipal code which includes a comprehensive review of ordinances to address matters of legality, clarity and practicality. While areas of concern have been identified, the needed decision-making process to address these matters has been underway for over a year. Due to other priorities, staff was once again not able to complete this project in Fiscal Year 2011, but we anticipate its completion in Fiscal Year 2012.

As we prepare for an unfavorable financial forecast in the upcoming couple of years, the Village Manager's office, working in conjunction with the Village Board and department administration, is charged with making the appropriate policy recommendations to the Village Board with regard to service delivery and revenue enhancements in an effort to sustain expected service levels.

### **Committees and Commissions**

The role of our resident committees and commissions is instrumental to the building and development of our community, both in physical growth as well as successful neighborhood relationships. We value the community service that these individuals provide by sharing their time and talents to better our Village.

The Flossmoor Community Relations Commission has been meeting with the Homewood Community Relations Commission for approximately seven years. They have been tasked with marketing the villages, attracting new residents and finding opportunities where current residents can gather and celebrate. During Fiscal Year 2011, the commissions offered two outdoor Movies in the Parks during the summer months and became better educated on important Village business in the two communities in order to serve as Village ambassadors.

The Flossmoor Community Relations Commission is enthusiastic about building relationships in the community. They are involved in Winter Fest by sponsoring a community party at the event, and they are increasing their visibility and role in organizing local block parties. Also this past year, they organized their second Meet, Greet and Eat event in which both new and more

established residents were invited to participate in a community discussion to learn more about Village services and meet new neighbors. Further, the Commission worked with the Active Transportation Alliance and developed a bike map for the Village of Flossmoor.

The Public Art Commission continues to develop our Public Art Program into a noteworthy cultural amenity in the Flossmoor community. This past year, the Flossmoor Public Art Commission created and printed their fifth edition of the Flossmoor Sculpture Gardens and Walk brochure. These brochures have been distributed throughout the south Chicago region, and the remainder will be used locally to promote Flossmoor's art program. After several years of hard work, the first edition of the Flossmoor Sculpture Gardens full color catalog will be published in hard copy and in electronic form. The catalog features past and present rotational art work along with the permanent collection.

After 27 years in Homewood, the Homewood Area Chamber of Commerce moved the Fine Art Fair to Flossmoor in 2009. The new location was a major success for the Village and exposed the Flossmoor Public Art Program to outside visitors. In 2010, the Art Commission invited Geoffrey Bates, Governors State University Director and Curator of the Nathan Manilow Sculpture Park, and Burton Dikelsky, Governors State University Executive Director of the Center for Performing Arts, to share a booth with the Commission. The Art Fair was the first time the Commission collaborated with Governors State University.

Goals for Fiscal Year 2012 include advertising and selecting one or two rotational pieces. However, this task will be challenging as the Commission finds it more difficult to attract world-class sculpture due to the current honorarium level and lack of funds to purchase new sculpture.

A significant priority for the Public Art Commission is to continue to locate and acquire additional funding as the generous donation which started the program approximately ten years ago has dwindled. The ability to acquire additional funding will be vital to the program's ability to expand and develop. Several of the events, projects and ideas that are being planned for next fiscal year will, hopefully, bring in new dollars.

### **EFFECT OF THE ECONOMY**

As we enter Fiscal Year 2012, the state of the economy continues to be foremost on our minds with many of the same concerns as last year. Over the past year, the recession has impacted many government agencies, some of which have made drastic changes in service and reduced staffing as a result. Although the Village has experienced a loss in various revenues that are dependent upon the regional and/or national economy, the Village has still not had to make any draconian changes in service. Clearly, the 2006 referenda was prudent, and its successful passage was serendipitous considering today's economic conditions. Without the additional referendum monies, the Village would have been required to either make modifications to its service delivery or consider other significant revenues this past year.

In addition to the referendum monies, the Village can credit other reasons why we have been successful in this economy. First, the community is comprised of a majority of mature housing stock and is primarily dependent upon property tax which is generally a stable revenue source. Second, despite the current construction market, the Village was prepared for a natural slowdown in building permits for both new construction and renovation primarily due to limited development opportunities. Third, the Village has been fortunate to experience an increase in commercial development over the last couple of years; specifically, 72,000 square feet of commercial property contributing to the Village's property tax and sales tax base. This is significant development for Flossmoor. Most importantly, the Village's financial success to date has been due to its long term financial planning as evidenced in its Finance and Facilities Plan,

Capital Equipment Fund, Five Year Projection Analysis, conservative fiscal policies and even its Mid-Year Financial Review; a key component of the Village's long term financial planning is the Village's disciplined practice of "save then spend." As a result, the Village does not live outside its means.

The subject of foreclosures and property values remains a significant concern as economists prepare for the needed economic recovery. For the past few years, the decline in the real estate market and the tight lending market, coupled with an overall economic slowdown and job loss, has resulted in a significant number of residential foreclosures across the country. Although the Village of Flossmoor has not been immune to residential foreclosures, the situation has been nowhere as dire as in other parts of the country. Beginning last year, the Village began to independently monitor foreclosure activity in Flossmoor in an effort to obtain more reliable foreclosure data and determine whether a Village response was needed.

Previous staff reports on the subject of foreclosures revealed that the Village's foreclosure rate was well below the 7% rate declared critical by the U.S. Department of Housing and Urban Development. The Village most recently completed a foreclosure analysis in November 2010 which was for the time period of January 1, 2010 through June 30, 2010. During that time, a total of 46 new foreclosures on residential homes were filed. Of these, 47.8% were conventional mortgages, 34.7% were ARM mortgages, and 15.2% were FHA/VA issued mortgages. Further, there were an additional nine foreclosure filings during this period for properties where foreclosure filings had been made against the same owners in 2008 and 2009. These nine properties were included in previous year counts. Should the foreclosure filing rate hold constant through the remainder of 2010, the Village will experience a slight increase in the total number of foreclosure filings over that twelve month period. However, the rate will still be below that for 2007 and 2008 which reflected 122 and 106 foreclosure filings respectively. Our research indicates that this increase is consistent with regional and sub-regional foreclosure filing trends.

Related to foreclosures, communities continue to monitor property values as reflected in residential property sales. The data collected at the beginning of the calendar year reflects that the average list and sales price continues to decrease since 2009. However, there are some optimistic conclusions that can be inferred from the data. First, in comparing the 2010 home sales to 2007 through 2009, while the sales price has decreased, the difference between the list price and the sales price has decreased significantly to approximately a \$10,000 difference. This data demonstrates that there are willing sellers who better understand the current real estate market. Furthermore, the 2010 data for the number of homes sold is equivalent to 2009, and both years show an increase in the number of homes sold compared to 2007 and 2008.

Funding pensions has become a significant financial obligation in the annual budget. Public pension benefits are approved by Springfield with no direct funding source for local agencies. The CPI limitation of the tax cap formula coupled with increasing pension benefits and poor performing investments is creating an enormous strain on non-home rule communities, like Flossmoor, that are subject to tax caps. The result is increased funding obligations, the responsibility for which is the public employers' as reflected in the tax levy. In the Village of Flossmoor's estimated 2010 levy, which is the basis for the Fiscal Year 2012 budget, the police, fire and IMRF pensions represent approximately 17% of the levy at a total employer cost of approximately \$807,000. Over the last four years, the average annual growth in Flossmoor's police, fire and IMRF pension costs have been 20.1%, 16.1% and 9.4% respectively. During the same period, the average CPI growth has been 2.3%, including a 0.1% CPI for the 2009 levy. The highly publicized pension reform that went into effect on January 1, 2011 created a two tier system for police, fire and IMRF pension-eligible employees and, therefore, only employees hired after January 1, 2011 will be affected with a change in benefits. Given the fact that the Village

has realized a significant number of retirements over the last ten years, the number of potential new employees with the new pension benefits will be few in the near term. Staff expects that it will take approximately twenty to thirty years for this legislation to have its desired effect on the Village of Flossmoor. Because this pension reform legislation did not include funding relief, communities like Flossmoor will continue to be in an unsustainable situation where we may not be able to fund our day to day operations unless service levels are cut and/or pensions are underfunded. Last year, the Village supported legislation that would remove pensions from the tax cap calculation so that municipalities can meet these financial obligations without a detrimental impact on daily services. Unfortunately, that legislation was not successful. It should be noted that the Village has always adopted its annual tax levy with the actuarial recommended tax levy contribution as approved by the respective pension boards, and in fact, in some years it was even greater.

The financial instability of the State of Illinois continues to cause an additional level of concern related to the Village's overall financial health. Some of the Village's revenues are State shared revenues including income tax. The revenue associated with the increase in the State income tax rate will not be shared with local municipalities. However, the State has indicated that they have taken measures to preserve the municipalities' current income tax State shared revenue rate. Since the passage of the rate increase, municipalities are now concerned that our revenues will not be maintained as the State indicated. Furthermore, as the State contends with its own financial crisis, municipalities, including the Village of Flossmoor, remain concerned that their decisions will have a direct financial impact on local agencies.

For all of these reasons as well as those that are discussed in the following paragraphs, the Village remains concerned about its long-term financial stability. Analysis, including the mid-year financial review and the five-year projection analysis, have become paramount in closely monitoring this situation. Should the projections hold true, the Village will be utilizing a significant amount of fund balance to close revenue gaps in upcoming years. In order to sustain cash flow, the Village will not be able to wait until our savings dips below required levels in Fiscal Year 2015. Planning must begin now. The Village Board has already begun to formulate an action plan. Those steps have included a slow down of our capital improvements, consideration of appropriate service delivery alternatives and adjustments to fees and other revenues including the establishment of a storm sewer utility fee. The Fiscal Year 2012 budget was prepared with these guidelines, and the public should expect additional communication from the Village Board on these matters.

### **FISCAL YEAR 2012 OVERVIEW**

The Village continues to have healthy financial reserves with a projection of \$5,671,713 in General Fund fund balance at April 30, 2011. Of this amount, the Village's Reserve Policy will require us to dedicate \$2,470,000 for emergencies and unforeseen circumstances to meet operational needs. This policy is that 30% of expenditures as reported in the prior year CAFR be set aside and, therefore, we have seen the dollar amount fluctuate from year to year. The remaining reserve has been dedicated to finance our capital improvement program, known as the Finance and Facilities Plan. Due to the Board's conservative financing, we have been able to fund much of our capital program through this fund balance, a practice that upholds the Village Board "save then spend" philosophy.



## General Fund

### FY11 PROJECTED GENERAL FUND OPERATING BUDGET SUMMARY

Operating Revenues	\$7,650,246
<u>Operating Expenditures</u>	<u>\$7,693,612</u>
Net	\$ (43,366)

For Fiscal Year 2011 we expect a General Fund operating deficit of \$43,366 which compares to a budgeted deficit of \$323,829. This projected operating deficit is due to several reasons, many of which were identified at the time of the mid-year financial review. Further, as you will note from the discussion below, the projected deficit is substantially less than the amount budgeted as well as the amount calculated at the time of the mid-year review because of increased expenditure savings experienced or projected since the mid-year review.

The Village is projecting an increase in a few revenues compared to the Fiscal Year 2011 budget. Due to the Ingalls expansion, building permits for the current fiscal year are expected to be approximately \$20,000 more than budget. Fine revenues also have increased as a result of the fine increases approved by the Village Board last June. As a result, we anticipate receiving an additional \$15,000 in court fines for the current year. Another significant revenue increase is an anticipated increase in the State income tax receipts. Although the State recently increased the income tax rate effective January 1, 2011, the new legislation will supposedly be revenue neutral for municipalities. Rather, an anticipated \$39,000 increase in State income tax receipts is based upon a recent IML per capita trend analysis which indicates stabilization in the economy rather than the continued decline that the Village had budgeted. In recent months, the status of income tax revenue has turned tenuous given the State's fiscal crisis and the State's proposed response to decrease shared revenues. Cable franchise fees are also projected to increase by approximately \$15,000 at fiscal year end. The Village attributes this projection to a continued growth in service most likely due to AT&T's increased competitive service.

Although there are some revenues expected to be over budget for Fiscal Year 2011, there are other revenues that staff has identified as under budget, some of which are reflective of the poor economy. First, utility taxes are projected to be approximately \$65,000 less than budget. This decline is attributable to not only a cool summer and warmer winter but also a poor economy in which homeowners are closely monitoring their household expenses. The State collections of the telecommunications tax have also declined, and staff anticipates receiving \$44,000 less than budget for Fiscal Year 2011. The decline is likely due to the poor economy and an increase in bundled service plans. Further, sales tax is also projected to decline by approximately \$31,000. Not only is this a reflection of the poor economy, but the Village had also budgeted a full year of sales tax from CVS when, in fact, CVS did not open for business until five months into the fiscal year due to construction setbacks. Finally, for Fiscal Year 2011, the Village expects to receive approximately \$19,000 less in property taxes than budgeted. This decrease in revenue is the result of two factors. First, the 2009 extension was greater than the 2009 levy for capped funds. Second, contributing to this decline in revenue is a 1% uncollectible factor. We have previously discussed that uncollectible property taxes is an issue with which we contend each year even in the best of economies. Since we operate on a cash basis budget, those delinquent payments are accounted in the year in which they are received.

In addition to fluctuations in revenues, the Village has also experienced fluctuations in expenditures during Fiscal Year 2011, and several are the result of personnel costs including savings in salaries and associated benefits. The Village experienced vacancies in the following positions this year which resulted in approximately \$158,000 savings: Public Works Director,

Assistant Public Works Director, Assistant Fire Chief, two Police Officers, and an Accounting Clerk. As a result of the employee census changes and vacancies as well as benefit rate increases and decreases, the Village experienced a total of approximately \$73,000 in savings associated with the following benefit line items: health insurance, unemployment, FICA, Medicare, and IMRF. Other personnel related savings were experienced in the Fire Department this year. First, the Village experienced an approximate \$20,000 savings in the duty shift program as a number of part-time shifts were either filled with employees at the lower end of the pay scale or shifts were left periodically unfilled due to scheduling difficulties. An additional \$11,000 savings was experienced with the contracted fire personnel as a result of the actual signed contract being less than the budgeted amount.

Other expenditure savings during Fiscal Year 2011 were program related. First, although the Village has instituted the ordinances that will govern the Local Adjudication Program, staff is still developing the program's procedures and logistics. We anticipate that at fiscal year end, the costs associated with the Local Adjudication Program will be approximately \$12,000 less than budgeted. Second, as a result of rebidding the Contract Landscape Maintenance Program, the Village saved approximately \$10,000 on the Fiscal Year 2011 landscape maintenance contract. Next, the Village instituted the NFPA1582 Physical Fitness Program in the middle of Fiscal Year 2011 resulting in a projected savings of approximately \$11,000 in the physical fitness and inoculations line item in the Fire Department budget. As a result of long-term financial projections demonstrating less than optimistic financial forecasts, the Village has begun to take some preliminary measures to defer expenditures which has included deferring capital expenses where able. Therefore, although the Village budgeted \$15,000 for the design engineering of the Brookwood bridge deck replacement, we have deferred the start of this capital project until Fiscal Year 2012. Another significant savings experienced in Fiscal Year 2011 was the construction for the resurfacing of Flossmoor Road from Sterling Avenue to Governors Highway. In developing the construction bid, the Village anticipated a significant amount of base patching. However, the final quantities utilized during construction were less than contract with an associated savings of almost \$45,000. This savings, however, was offset by increased engineering services, not only for the aforementioned construction project, but also the resurfacing of Flossmoor Road from Western Avenue to Dixie Highway with a total increased cost of approximately \$48,000.

The Village has also experienced several significant expenditures over budget during Fiscal Year 2011. First, as a result of the one Police Officer vacancy as well as a need to fill officer shifts due to illness/injury, the Police Department's overtime expense increased by approximately \$18,000. Further, the fire and paramedic volunteer calls and training expense line item is approximately \$21,000 more than budget. The increased cost is a result of an influx of new volunteers who are active members. An active volunteer roster participating in training and calls results in increased costs; however, this participation places the department in a positive position to provide supplemental emergency response for residents. Volunteer staffing remains the most cost effective means of staffing the department.

Other variances are contributing to the projected Fiscal Year 2011 deficit, although less significant in dollar amount than those described above. These expenditure savings include fire officer differential pay, special police duty pay, paramedic incentive pay, the Share-the-Cost Tree Program, the Village's IRMA contribution, as well as savings in petroleum, tuition, accounting and auditing services, and Public Works temporary employees. Less significant expenditures projected over budget include equipment maintenance and supplies in the Fire Department which reflects an aged fleet, additional costs toward professional services in the Fire Department to assist with recruitment and temporary assistance expenses in Finance and Public Works.

The Projected Fund Balance Total Summary chart includes all non-operating and one-time capital expenditures planned for the fiscal year.

FY11 PROJECTED GENERAL FUND BALANCE TOTAL SUMMARY

Total Revenues	\$7,957,002
<u>Total Expenditures</u>	<u>\$8,118,511</u>
Net	\$ (161,509)

Including non-operating and one-time capital expenditures for Fiscal Year 2011, the total revenues compared to total expenditures for that fiscal year results in a deficit of \$161,509. This single-year snapshot analysis shows that we are expending our savings at a rate greater than the fund balance can grow in this year, although the draw upon fund balance is significantly less than previous years in which a more aggressive capital program was implemented. In fact, all of the capital infrastructure projects undertaken during Fiscal Year 2011 affecting the General Fund were financed with grant monies. Of the \$161,509 projected deficit in the General Fund, \$115,000 is attributable to the purchase of 1117 Berry Lane, commonly known as the Village Artists property. During Fiscal Year 2011, the Village was approached by the Village Artists soliciting our interest in purchasing their property. Given the economy and the Village's financial projections, the Village Board decided to purchase this property for two reasons. First, the original site plan for the municipal complex in 1979 included this property, and the Village has a growing operational need for additional parking and additional ingress and egress at the south Fire Department bay doors. Further, fire apparatus is only growing in size and, in the near future, the Fire Department apparatus bay and storage area will be maximized. Second, given the economy and the fact that the Village was approached by a willing seller, the Village Board saw this purchase as a rare opportunity. Other one time capital expenditures in Fiscal Year 2011 affecting the General Fund were offset by grant monies including the Illinois Emergency Repair Program administered by IDOT, a Fire FEMA Assistance Grant, and the IDOT IMAGE Grant. Four one-time non-operating expenditures affected the General Fund – the resident survey, the creation of a new Village base map, a CCTV surveillance camera, and the Fire Department air pack seats. As evidenced by these figures, the Village's capital program has been significantly deferred. Keep in mind that these capital and one-time non-operating projects are planned with adequate monies available.

The following is a summary of our General Fund Fiscal Year 2012 operating budget.

FY12 GENERAL FUND OPERATING BUDGET SUMMARY

Operating Revenues	\$8,143,849
<u>Operating Expenditures</u>	<u>\$8,331,823</u>
Net	\$ (187,974)

FY12 GENERAL FUND BALANCE TOTAL SUMMARY

Total Revenues	\$8,356,349
<u>Total Expenditures</u>	<u>\$8,884,723</u>
Net	\$ (528,374)

Some revenues in Fiscal Year 2012 are budgeted less than Fiscal Year 2011 as a result of the poor economy, including utility taxes and telecommunication taxes, by approximately \$22,000 and \$9,000 respectively. Both of these budgeted figures are based upon a four-year average. Another line item reflecting a decrease in budget is interest income in the General Fund; the Fiscal Year 2012 budgeted interest income revenue is \$16,000 less than the Fiscal Year 2011 budget. The budget is based upon the projected Fiscal Year 2010 fund balance with an interest rate assumption of 1.22% compared to 1.52% in the Fiscal Year 2011 budget. Finally, the special fire services revenue is budgeted less than Fiscal Year 2012 than in Fiscal Year 2011 in the amount of \$23,000 due to an overpayment last year by Sunrise Assisted Living. As a result of internal changes at Sunrise Assisted Living, the facility's dependence upon our paramedic services has decreased.

Of those expenses greater than the Fiscal Year 2011 budget, a few are noteworthy. There are several expenses associated with personnel which are budgeted at amounts greater than the Fiscal Year 2011 budget including health insurance, police, fire and IMRF pension, EAP and wellness incentives, unemployment contribution, FICA, and Medicare. All these increases reflect a budget with full staffing. The Village's health insurance increase reflects the current premium plus an increase of 18.5% according to the Village's health insurance broker.

While some revenues reflect a declining budget, other revenues are budgeted at amounts greater than the Fiscal Year 2011 budget. The most notable revenue is property taxes. The Village's 2010 tax levy which affects the Fiscal Year 2012 budget continued the approach of maximizing the levy which includes assumptions for the March 2006 referendum and development projects that have recently occurred. Because the Village's tax levy is typically reduced at the time of extension, the Village should not anticipate receiving the full \$400,000 increase in property taxes. However, hopefully, for budgeting purposes, it is close.

Another revenue with an increased Fiscal Year 2012 budget is the State income and local use tax with an increased budget of approximately \$30,000. Again, this budget is based on the most recent IML per capita estimate noting that the economy may have finally bottomed out. This budget increase is not reflective of the State's increased income tax rate and does not reflect any proposed reductions which surfaced in late April. Additional revenues at greater amounts in the Fiscal Year 2012 budget compared to the Fiscal Year 2011 budget include court fines and administrative tow fees at approximately \$52,000 and \$42,500 respectively. Both of these increases reflect changes in Village ordinances approved in Fiscal Year 2011.

One of the most significant increases in the Village's operational costs is an increased budget in the parkway tree services line item which reflects the removal of dead and diseased trees as well as the annual tree trimming program. The presence of the Emerald Ash Borer (EAB) has increased significantly in our parkway trees in the last couple of years. In Fiscal Year 2010, EAB removals represented 9% of our parkway tree services. By Fiscal Year 2011, EAB removals were 36%. At this rate, the Public Works Department anticipates the total removal of the Village's ash population (18% of parkway trees) to occur within the next five years. At today's unit prices, the cost to remove all remaining ash trees is approximately \$566,000. Therefore, anticipating an increased need to remove diseased and dead parkway trees, we increased the budget for removals from \$30,000 to \$75,000 and reduced the parkway tree trimming line item from \$72,000 to \$52,000. As mentioned above, the annual Parkway Tree Trimming Program has already been significantly impacted by a growing need to remove the ash tree population. As the need to allocate funds to remove trees, specifically ash trees, increases, the annual Parkway Tree Trimming Program has been and will continue to be impacted in an effort to spend within budget. The net impact of these sub-line item adjustments has resulted in an overall increase in the parkway tree service line item of \$25,000 in Fiscal Year 2012. Staff is closely monitoring this



issue, but we anticipate an ever increasing need to allocate funds for these services over the next several years, and a decision will need to be made regarding allocating additional funding for the annual Tree Trimming Program.

Another significant expenditure increase is an additional \$22,000 in the fire and paramedic volunteer call and training pay due to another year with a full roster of volunteer firefighters. The Fire Department training material line item has also increased by \$7,000 to account for the purchase of firefighter certification training DVDs. These DVDs are purchased every five to seven years when the NFPA updates the curriculum, and the Office of the State Fire Marshal adopts the new changes. Other less significant increases in the Fiscal Year 2012 budget include the Fire Department's vehicle maintenance line item and equipment maintenance line item. Both of these increases are attributable to an aging fleet and, at some point over the next few budget years, these costs should level off and begin to decrease as various apparatus in the fleet are replaced. An additional budget increase is the public works professional services line item which reflects engineering services. Traditionally, this line item has been underfunded and the reflected increase of \$7,500 is based on actual spending patterns.

A few expenditures are budgeted in Fiscal Year 2012 at amounts less than budgeted in Fiscal Year 2011. Of these, the Village's worker's compensation and liability insurance premiums are budgeted \$66,000 less next fiscal year. The premiums are based on a 4.1% decrease coupled with an anticipated more favorable claim experience modifier due to a lower three year trend.

Finally, it should be noted that the Fiscal Year 2012 budget includes only a few capital and one-time non-operating expenses including funding to complete the municipal code update in the amount of \$8,000 and an additional \$7,000 to replace the air pack seating in truck 1350. This additional funding request was approved in Fiscal Year 2011 with the knowledge that the replacement would occur over two years to accommodate both pieces of apparatus. The new seats and brackets meet NFPA crash resistant requirements and also have improved accessibility for access to utilize the seatbelts. The budget also includes \$15,000 for the design engineering for the Brookwood bridge deck replacement.

Since the submission of the draft budget in March, the Village has been awarded a \$200,000 State DCEO grant for the replacement of the downtown streetlights. The total project is estimated to cost approximately \$500,000. The net cost of \$300,000 makes up a majority of the difference between the operating budgeted deficit and the total budgeted deficit. The Village budgeted the entire cost of this project in Fiscal Year 2012, but staff will research the feasibility and practicality of phasing this project in order to preserve the Village's fund balance for as long as possible and/or secure additional grant funding.

Last year, staff brought to your attention that the MFT Fund was becoming financially stressed with future implications on the General Fund. The situation has not improved. The Village's investment in the annual Street Resurfacing Program continues to not provide the same value as even a few years ago. IDOT standards have changed once again returning to a 1-1/2" overlay versus the 2" overlay requirement that was implemented a couple of years ago. Despite this reduction in standard, due to increased paving costs and a reduction in MFT balance, the Village is no longer able to pave two miles of streets on an annual basis but rather only one mile. As we look toward the future of our Street Resurfacing Program, the situation is further compounded by an increasing need to reconstruct several streets in which years of old base has accumulated. In some streets, the methodology of grinding from edge of payment to center line has created significant crowns over time. Reconstruction is a much more expensive process than resurfacing. As we contend with the future of our financial stability and sustaining today's services, a discussion on the Village's Street Resurfacing Program is warranted. Further,

in Fiscal Year 2011, the Village reduced the budget of the annual Sidewalk Replacement Program from \$75,000 to \$40,000. This response was warranted in Fiscal Year 2011 given the fact that the MFT fund balance is dwindling and recognizing that the funding reduction would result in increasing the number of years it would take to address the current hazard repairs. During Fiscal Year 2011, given the dwindling MFT fund balance, the Village decided to suspend the Sidewalk Replacement Program this fiscal year. During the budget review process, the Village Board allocated \$20,000 in General Fund monies in the Fiscal Year 2012 budget to fund a smaller program; the ongoing maintenance and upkeep of sidewalk is of value to the Village.

In previous years, the Village's operating surplus has permitted the Village to continue its "save then spend" philosophy toward capital improvements. Once again this fiscal year, the Village is budgeting both an operating and total fund deficit in the General Fund, and therefore, the Village is not able to save for future capital needs. The practice of financing our capital improvements with cash is less expensive than debt, a policy which contributed to our stellar bond rating. As mentioned previously, with no surplus contributing to reserves, the Village is suspending capital improvements which had been previously planned.

The following analysis demonstrates our inability to find "new" money to maintain the ever-rising operating costs to provide today's services. The following analysis is noteworthy to demonstrate the significant allocation of resources in a service-oriented industry like local government. With the removal of our major fixed costs (personnel, health and liability insurance, benefits and contract personnel), we are operating the Village on \$631,009. Our major fixed costs represent approximately 92% of our operating expenses.

FY12 GENERAL FUND OPERATING COSTS LESS MAJOR FIXED COSTS

Operating Expenditures	\$8,331,823
Personal Services	(\$4,968,059)
Fringe Benefits	(\$2,103,122)
Fire Contract Personnel	(\$ 432,653)
IRMA Premiums	(\$ 196,980)
Net	\$ 631,009

Please note that despite the influx of revenue associated with the referenda, staff has not altered its conservative budgeting approach. The operating budget continues to be lean with some line item adjustments to reflect needed expenditures. The Village had anticipated that the March and November 2006 referenda would meet the Village's financial needs until 2012, and we are delighted that that projection appears to continue to be holding. However, financial projections could always change due to several reasons including, but not limited to, changes in federal and state revenues, unfunded mandates, the dramatic change in the economy, rising labor and operational costs, and the speed with which we implement needed capital improvements. This approach of stalling capital improvements is clearly a short-term solution, but long term, the Village needs to reestablish a savings to fund these capital projects as opposed to budgeting fund balance to meet daily operations.

**Water/Sewer**

The following is a summary of our Water/Sewer Fund operating funds for Fiscal Year 2011 followed by a summary for the fund in total.

#### FY11 PROJECTED WATER/SEWER OPERATING BUDGET SUMMARY

Operating Revenues	\$2,344,650
Operating Expenditures	<u>\$2,589,039</u>
Net	\$ (244,389)

#### FY11 WATER/SEWER TOTAL FUND SUMMARY

Total Revenues	\$2,344,650
Total Expenditures	<u>\$2,697,099</u>
Net	(\$352,499)

A few revenues and expenditures in the Water/Sewer Fund are worth noting. First, the water and sewer sales for Fiscal Year 2011 are projected to be approximately \$246,000 less than budgeted. Unfortunately, this loss in revenue is not associated with a savings in expenditures. In fact, just the opposite situation is occurring with a projection that the Village will pump \$64,000 more water into our mains by fiscal year end. This revenue projection is based on the prior calendar year's usage and also reflects the cool damp spring and summer in 2010. We have previously reported that a group of new meters from the Meter Replacement Program malfunctioned, which contributed to a loss of revenue. As the meters are identified, they are immediately replaced. However, we believe the impact of the malfunctioning meters is not the main cause of low revenue since these meters are replacing already underperforming old meters. A growing concern in the Village's water distribution system is the loss of water within the system that is not running through meters. In fact, the Village recently discovered a significant increase in the amount of pumpage in the sewage system. It was later discovered that a significant leak was occurring in the water distribution system and emptying directly into the sewer system. We suspect that there are other similar leaks in the water distribution system that are not surfacing to the ground and not being identified in a leak detection survey. This theory gains plausibility as we continue to experience a decreasing billed to purchase ratio. Compounding the water revenue loss are the expenses associated with water main breaks. In fact, the Village has experienced a considerable amount of overtime associated with repairs. Because of this declining billed to purchase ratio, for the first time in several years, the Water and Sewer Fund has not been able to sustain its operating expenditures.

Other revenue and expenditure items to note in the Water/Sewer Fund include recent penalties associated with delinquent accounts, which is likely a product of tough economic times impacting our customers. Savings in the Water/Sewer Fund include fewer meters purchased for in-house duties because of the Water Meter Replacement Program and the savings associated with the inability to fill two temporary employee positions.

A few projects which began in previous fiscal years impacted the Fiscal Year 2011 budget including the water and sewer main relocation along Dixie Highway and the automation of the Village's water system. The Village's financial obligation for both of these projects in Fiscal Year 2011 totaled \$68,060. As a reminder, the Water System Automation Project was funded 75% by the Army Corps of Engineers through the Section 219 Grant Program which received funding through Federal stimulus dollars. Although the Village had budgeted for the engineering of the Vollmer Road water main relocation in Fiscal Year 2011, due to workload, staff is deferring this project until Fiscal Year 2012 anticipating the water main construction in Fiscal Year 2013.

In reviewing the Water/Sewer Fund total fund summary, it is evident that the Village is drawing down a fund balance to support these projects at a rate greater than additional fund balance can be saved. Once again, it should be noted that these projects have been planned through the Village's Finance and Facilities Plan with adequate fund balance available.

The Village continues to be concerned with the overall financial stability of the Water/Sewer Fund, especially with regard to its support of water and sewer capital improvements. Through Fiscal Year 2010, the total fund balance was increasing in the Water/Sewer Fund, most of which was attributable to the unrestricted net assets, i.e. the operating component, while the capital assets were generally declining thereby affecting the Fund's ability to keep pace with needed capital replacement and investment. In Fiscal Year 2011, this problem was compounded with a declining net unrestricted assets (fund balance) reflecting the loss in water revenue and the increased expenditure in water purchased. For several years, the Village has been reminded of the nearly \$8,000,000 in water system capital improvements that need to be made. Since 2004, the Village's water rate increase has only accounted for pass through expenditures. If our theory that the water loss is directly consumed by the sewer system is proven true, we have finally reached a point where the Village cannot continue to wait and must devise a financing plan to begin to make the needed water system capital improvements.

The following is a summary of the Fiscal Year 2012 Water/Sewer Fund budget.

#### FY12 PROJECTED WATER/SEWER OPERATING BUDGET SUMMARY

Operating Revenues	\$2,657,810
Operating Expenditures	\$2,664,380
Net	(\$ 6,570)

#### FY12 WATER/SEWER TOTAL FUND SUMMARY

Total Revenues	\$2,657,810
Total Expenditures	\$2,952,440
Net	(\$294,630)

In the Water and Sewer Fund, we are budgeting a \$294,630 deficit mostly attributable to capital improvements. However, when comparing total revenues to total expenditures, the fund will use \$288,060 in fund balance to support capital projects, several of which have been planned for, and set-asides have been made in our long-term Finance and Facilities Plan. These projects include the repair and painting of the Meinheit Water Tower, the engineering associated with the Vollmer Road Water Main Relocation Project, a final payment to the State of Illinois for the relocation of the Village's water and sewer main along the Dixie Highway Bridge, and the final phase of the Water Meter Replacement Program which we anticipate completing with staff as opposed to a contract which will reduce direct costs. Therefore, although planned, in Fiscal Year 2012, the Village will be utilizing fund balance for capital improvements in the Water and Sewer Fund at a rate greater than which we are saving it. As we have continuously discussed, in the Water and Sewer Fund, fund balance is available to support smaller capital projects, but the Village will need to consider alternative funding sources to support the larger capital projects required to maintain and enhance our water and sewer system. The Village Board began to



discuss these significant water projects during the budget process, but a more thorough discussion of the water system improvements and associated funding mechanisms will be discussed in more detail over the next year.

### **CAPITAL EQUIPMENT FUND**

In order to control fluctuations in capital equipment spending and to provide the basis of long-range financial planning, the Village developed a Capital Equipment Fund. This fund receives an annual contribution, or revenue source, from the General Fund and Water/Sewer Fund to save for future equipment needs. This plan ensures that the Village makes a constant and relatively consistent savings to meet tomorrow's equipment needs. This fund is based on a ten-year replacement schedule for existing equipment. All non-computer equipment listed in the schedule is for replacement items estimated to cost \$5,000 or greater, and new equipment above and beyond our current inventory must be approved separately. The fund also includes computer equipment as well as building maintenance items such as painting, carpeting, etc. Both the Equipment Replacement Schedule and Fund are reviewed and considered each fiscal year as part of the budget process. No replacement is automatic but, instead, our staff diligently assesses our ability to continue to maintain a piece of equipment for another year versus the purchase of new equipment.

This year, the equipment schedule includes the replacement of the following Public Works equipment: an eight-year-old one ton dump truck, an eight-year-old tractor/backhoe/loader which will include a hydraulic jackhammer attachment and a riding lawn mower. Other equipment scheduled to be replaced in Fiscal Year 2012 include the computers for the Village Manager's Office and Planning and Zoning, laptops for the police squads, and a color laser printer in the Finance Department. Please note that while the computers (excluding the laptops) are scheduled to be replaced next year, staff is hopeful that we will be able to defer these four computers until Fiscal Year 2013 when the other computers are upgraded. Nevertheless, funding should continue to be set aside for replacement. Several pieces of Police equipment are scheduled to be replaced in Fiscal Year 2012 including the breath analysis instrument which had been postponed for the past two years and is finally ready for replacement and the automatic external defibrillators (AED) which were scheduled for replacement in Fiscal Year 2013. However, the Department has malfunctioning AEDs that cannot be repaired, and we will need to replace them immediately in Fiscal Year 2012. Fortunately, our research reveals a favorable replacement cost which has been reflected in the capital schedule.

A more significant Capital Equipment Fund expenditure in Fiscal Year 2012 is the replacement of Ambulance 1372. The current ambulance is thirteen years old and is scheduled for replacement. Ambulance 1372's replacement will be compliant with new fuel emission standards and incorporate advancements that have been made since 1997 in engineering, construction and material. The ambulance will include a new rail system and battery-operated cot for moving a patient. Additional Fire equipment that will be replaced in Fiscal Year 2012 includes the air compressor for the Department's air packs. The compressor was originally scheduled to be replaced in Fiscal Year 2011, although they deferred its replacement for one budget year. Finally, the Department anticipates replacing two cardiac monitors in Fiscal Year 2012. The Village deferred the replacement of a cardiac monitor in Fiscal Year 2011 with the intent to replace both monitors in Fiscal Year 2015. Since last year, we have learned that our monitors will no longer be supported by the company that bought them out a few years ago. We are already experiencing intermittent issues, and we are having trouble finding monitor supplies. In addition to purchasing these monitors early, we are also purchasing them at an increased price per monitor in order to perform twelve lead EKGs.

Additional capital equipment projects relate to the municipal building maintenance. First, the Fiscal Year 2012 budget includes the replacement of the bay doors at the Public Works Service Center. Further, the budget includes the replacement of the boiler at Village Hall, the cost of which will be offset by the Cook County Energy Efficiency and Conservation Block Grant. Finally, the vehicles that are scheduled to be replaced next year include two patrol vehicles and a Public Works administrative vehicle. As we previously reported, the Ford Crown Victoria has been our preferred patrol unit, but it is scheduled for phase out by Ford in 2011. Therefore, we will be evaluating other vehicles for this purchase.

As in previous years, there are modifications to the capital equipment schedule including deferring several capital equipment items. These items include the replacement of the Village's financial software system (previously deferred), an administrative vehicle (previously deferred), a network laser printer in the Village Manager's office which was purchased in Fiscal Year 2011 due to a malfunctioning printer, a Police Department administrative vehicle, and a Fire Department vehicle. Several pieces of Public Works equipment will also be deferred beyond Fiscal Year 2012 including a five yard dump truck with plow and spreader, a three ton asphalt roller (previously deferred), a three ton pickup truck with utility box and hoist, a tractor mower and a riding mower with a snowblower. Building maintenance items that have been deferred include replacement of the Public Works Service Center roof and the resurfacing of the Service Center parking lot as well as some interior paint and plumbing work at the Public Works Service Center. Finally, the Police Department's radio replacement scheduled for Fiscal Year 2012 will not be necessary. The Department is participating with all of the E-Com and Network III departments in joining the Cook County Sheriff's Department (CCSD) radio network and will be issued portable radios through a Homeland Security Grant administered by the CCSD at no cost to the Village for the radios. The Department plans on being responsible for the future replacement of these radios which is reflected in the capital equipment schedule.

#### **ADDITIONAL FUNDING REQUESTS**

The Village's budgeting practice has been to submit the basic operating budget for Board consideration and to list additional requests separately. As in past years, we have requested that departments be prudent and only request the absolutely essential items for additional funding. Typically, these requests are considered at three levels: within departments, in department/Village Manager meetings, and now at the Village Board level.

For the first time in several years, the Village did not consider any additional funding requests. Certainly, although needs exist, staff is cognizant of the financial projections and the need to focus on the financial stability of today's operations.

#### **FINANCE AND FACILITIES PLAN**

At the end of the budget, you will find a copy of this year's Finance and Facilities Plan. The purpose of the plan is to identify and plan for the improvement of important infrastructure needs. By planning for these improvements before they become emergencies, we have been able to develop a savings plan to cover the costs of these major projects without incurring debt and still maintaining day-to-day services.

In Fiscal Year 2012, we will undertake the replacement of the Central Business District streetlights. Of the 84 decorative light, many of the fixtures are 25 plus years old. The bases of some of the lights are showing advanced signs of deterioration and are in need of replacement for safety reasons. The lighting system is also experiencing failure in some of the underground wiring, which also needs replacement. The Village has successfully secured \$200,000 in grant funding from the

State of Illinois to offset the construction costs associated with this project. The grant revenue and the expenditure of this project will be reflected in the Fiscal Year 2012 budget, although staff will be exploring the feasibility and practicality of phasing the project in order to mitigate the impact on the General Fund fund balance.

Also in Fiscal Year 2012, the Village will continue with the engineering for the replacement of the 10" feeder main on Vollmer Road from Holly Lane to Dixie Highway. This project will install a new 12" main along with new fire hydrants and valves for improved fire flow. Additional preparation work will include applying for the necessary permits and begin the right-of-way brush clearing with anticipated construction in Fiscal Year 2013. This project has been deferred for a couple of years due to workload, but the project is sorely needed.

In addition to the Vollmer Road Water Main Replacement Project in Fiscal Year 2012, the Village has also earmarked funding for the repair and repainting of the Meinheit water tower. This maintenance is a significant financial responsibility and will be shared between the Water and Sewer Fund and the TIF Fund.

In Fiscal Year 2012, we will undertake the final phase of the Water Meter Replacement Program which will replace the meters for all remaining residential water meters that are in excess of ten years old. Staff anticipates completing this program in-house in an effort to mitigate the project's administrative expenses. At the conclusion of this year's program, the Village's entire meter equipment inventory will be substantially upgraded to the electronic touch read system. We anticipate that beginning in Fiscal Year 2013, the Village has set aside funds to add radio read capabilities to the meter reading system. A radio read system will provide the Village the opportunity to read the meters even more quickly and more efficiently.

Also in Fiscal Year 2012, the Village has planned to resurface the Central Drive parking lot.

Deferred from Fiscal Year 2011 to Fiscal Year 2013 is the reconstruction of the Brookwood bridge deck. This project includes the total reconstruction of the Brookwood bridge deck, replacing pre-cast deck beams which are beginning to exhibit deterioration of the pre-stressed strands. During Fiscal Year 2010, the Village sought State grant funding for the construction of this project. The project was earmarked in the State's Capital Bill, and even though the Capital Bill has yet to be funded, the Village is hopeful that the project will be financed with grant funds prior to Fiscal Year 2013. Should grant funding not come to fruition prior to Fiscal Year 2013, the Village has earmarked General Fund fund balance to finance this capital improvement project in anticipation that the project cannot be further deferred.

Also in Fiscal Year 2013, we anticipate construction of the Phase IV Sanitary Sewer Rehabilitation Project which is the rehabilitation of the sanitary sewer system in the Flossmoor Hills and Highlands subdivisions. This area contains numerous open joints allowing root intrusion and causing areas of settlement in the parkways and streets adjacent to the sewer system. The engineering associated with this project began in Fiscal Year 2010 in hopes that the Village would receive IEPA funding through their low-interest loan program. Last year, the IEPA was the recipient of American Recovery and Reinvestment funds for local water and sewer projects. With the IEPA's announcement of a portion of the low-interest loan being offset by this grant funding, the Village advanced this project in its schedule and proceeded with engineering and loan preparation in Fiscal Year 2010. Upon learning that the Village's project would not be funded in Fiscal Year 2010, engineering and loan preparation halted. A recent update from the IEPA is that the ARRA monies are no longer available to offset the IEPA Revolving Loan Fund Program; however the IEPA is continuing the program under its usual conditions at favorable interest rates. The Village has continued to "hold its place in line" since Fiscal Year 2010, and the IEPA anticipates that our

project could be called in the next year or two. Therefore, the project has been rescheduled for Fiscal Year 2013 contingent upon receiving IEPA loan funding.

In Fiscal Year 2011, the Village purchased the Village Artists property, 1117 Berry Lane. This property was purchased as a result of a growing operational need for additional parking and additional ingress and egress at the south Fire Department bay doors. Further, fire apparatus is only growing in size and in the near future, the Fire Department apparatus bay and storage area will be maximized. Given the economy and the fact that the Village was approached by a willing seller, the Village Board saw this purchase as a rare opportunity. Since the property was purchased, the Fire Department has utilized the facility as a training center. The reader will note that in Fiscal year 2013, the Village has set aside \$25,000 for the demolition of the existing house and restoration of the site. The Village remains hopeful that it will be able to identify grant monies to assist with the redevelopment of the site to include an additional entrance and parking. Therefore, we anticipate completing this project in the spring of 2013 and ideally, completing the site improvements almost immediately should funding be identified.

Deferred from Fiscal Year 2013 to Fiscal Year 2014 is the replacement of the Butterfield Lane culvert. Throughout the years, the Village has performed various repairs and improvements to the drainage structure underneath the roadway. Although the repairs have helped maintain the culvert in working order, ultimately, the structure needs to be replaced. Again, General Fund fund balance has been set aside in Fiscal Year 2014 in anticipation that the project cannot be further deferred. Also, in Fiscal Year 2014, we anticipate performing the preliminary engineering for the Storm Sewer System Rehabilitation Project in the Flossmoor Hills neighborhood. This project includes the initial system analysis, identification of the scope of work and preparation of plans and specifications for construction.

Similar to previous years, we have also included a Capital Program for the Southwest Flossmoor TIF District. In past years, the Board has discussed set-asides for infrastructure improvements, and this plan upholds that policy direction. As we work toward improving the infrastructure in anticipation of development(s), we think this financing tool will be useful to earmark TIF monies. During Fiscal Year 2011, the Village completed significant infrastructure improvements along 198th Street in the TIF District: water main extension, sanitary and storm sewer construction and reconstruction of the roadway. In Fiscal Year 2012, we plan to proceed with the extension of the Crawford Avenue water main north of BP Amoco to the southern edge of the Ballantrae subdivision.

Another project included in the Southwest Flossmoor TIF Capital Program is the TIF's financial share of the Meinheit water tower painting and repairs. This water tower serves the southwest Flossmoor area including the TIF District. The remainder of the cost of this project is set aside in the Water and Sewer Fund. This project is planned for Fiscal Year 2012 and may span two fiscal years. Finally, the reader will also note that monies have been set aside in the TIF Finance and Facilities Plan for purposes of land acquisition. Although no specific plans have been made at this time, the Village Board earmarked these funds in Fiscal Year 2009 in anticipation of the need for the Village to assist in land assembly for any TIF development.

At the conclusion of the Capital Plan is a listing of future Finance and Facilities Program projects that are needed. This summary of the report is divided into three categories: set-asides in the Finance and Facilities Plan and projects included in the Capital Program (immediate needs within the next three years), set-asides in the Finance and Facilities Plan but projects not included in the Capital Program (near-term needs just beyond the next three years), and future projects (long-term projects not included in either document). This summary will be very



beneficial in planning for our future. Several of these projects are from the 2004 Water System Study.

### **GRANT FUNDING**

We continue to work to find Federal and State funding to assist us with these projects, and if that funding becomes available, our priorities may need to be modified. In fact, in Fiscal Year 2010, the Village re-prioritized several projects in anticipation and award of grant funding. In addition to the usual means by which the Village seeks such funding, the Village also pursued grant and loan funding through the American Recovery and Reinvestment Act (ARRA), commonly known as the Federal Economic Stimulus Monies. Since Fiscal Year 2010, the following projects were all supported by stimulus funding or funding from other agencies:

- Water System Automation
- Crawford Avenue North Water Main Extension
- Resurfacing of Flossmoor Road from Western Avenue to Dixie Highway
- Resurfacing of Flossmoor Road from Sterling Avenue to Governors Highway

As of Fiscal Year 2011, ARRA funding is no longer available. Current capital projects for which the Village has requested grant funds include:

- Central Business District's Streetlight Improvement Project
- Vollmer Road Water Main Replacement Project
- Brookwood Bridge Deck Reconstruction
- Phase IV Sanitary Sewer Construction
- Phase III Storm Sewer Engineering

The announcement of the State Capital Bill in 2009 included funding the following Village projects either in part or in whole:

- Central Business District Streetlight Replacement
- Brookwood Bridge Deck Reconstruction
- General Water and Sewer Infrastructure Projects

In anticipation that these grant funds will be forthcoming, the Village had deferred these projects to year three of the current Capital Program or beyond. However, in Fiscal Year 2011, the Village was awarded two additional grants. Although the status of the 2009 State Capital Bill is still in question, the State of Illinois Department of Commerce and Economic Opportunity (DCEO) awarded the Village a \$200,000 grant toward the replacement of our Central Business District streetlights. The Village accepted the grant and designated an additional \$300,000 in General Fund fund balance from the Fiscal Year 2012 Budget towards this project. The second grant that the Village received in Fiscal Year 2011 is a Cook County Energy Efficiency Block Grant in the amount of \$100,000. This grant will be used towards the replacement of the Village Hall boiler, which is due for replacement in Fiscal Year 2012. The current boiler is original to the building (1979) and is certainly energy inefficient. Both of these grants provide financial relief on the Village's budget and assist in needed capital improvements.

## **SUMMARY**

The total Fiscal Year 2012 Village Budget is summarized as follows:

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Fund Surplus/ (Deficit)</b>	<b>Allocated Fund Balance*</b>
General	\$8,356,349	\$8,884,723	(528,374)	528,374
Water Operations	2,013,660	2,257,333	(243,673)	243,673
Sewer Operations	644,150	695,107	(50,957)	50,957
Sanitary Sewer Rehabilitation	375,580	522,551	(146,971)	146,971
Capital Equipment	639,775	777,156	(137,381)	137,381
Municipal Parking Lots	49,990	85,341	(35,351)	35,351
Grant Parking Lot	124,050	135,700	(11,650)	11,650
Motor Fuel Tax	250,500	237,200	13,300	-
Fire Pension	231,546	217,050	14,496	-
Police Pension	1,087,854	913,200	174,654	-
11-501 (J) Fund	1,800	2,200	(400)	400
9-1-1	128,817	128,817	-	-
Debt Service	617,016	623,900	(6,884)	6,884
TIF Area #1	301,000	508,673	(207,673)	207,673
Drug Forfeiture	912	9,283	(8,371)	8,371
Public Art Program	4,100	15,500	(11,400)	11,400
Public Art Program Maintenance	-	-	-	-
Foreign Fire Insurance	13,056	20,000	(6,944)	6,944
2009 G.O. Refunding Bonds	-	-	-	-
Library	1,438,108	1,364,534	73,574	-
Net Allocated Fund Balance to Support Expenditures	\$1,120,005			
<b>TOTAL</b>	<b>\$16,278,263</b>	<b>\$17,398,268</b>	<b>(1,120,005)</b>	

\*Fund balance is allocated to support expenditures from each respective fund.

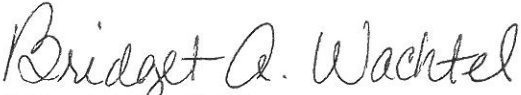
The Village should be proud of its many accomplishments over the last year to better our community. Flossmoor continues to be a full service Village with strong financial management, efficient service delivery, high customer service response, positive community relations, neighborhood pride, and art and culture. Staff looks forward to entering Fiscal Year 2012 continuing these traditions, working with the Board and community to uphold our excellence in local government management, and continuing to be a community that pursues progress.

Finally, I would like to extend a heartfelt thanks to those who have contributed to the budget process. The development of the Fiscal Year 2012 budget could not take place without the commitment and cooperation of many Village employees and the Board of Trustees. The formulation of the budget is a collaborative process that involves all Village departments. Many thanks are extended to the department directors and their staff for the cooperation and diligence in not only compiling their budgets but also reviewing ways in which to reduce

expenditures, improve operations and, ultimately, provide the highest quality of service to Flossmoor residents.

I would also like to thank the Village Board for their responsible manner in which they conduct the fiscal affairs of the Village. Their careful review and prudent decisions have strengthened the Village's budget process and created a culture of strong financial management. We look forward to working with the Village Board in implementing the initiatives outlined in this budget.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Bridget A. Wachtel".

Bridget A. Wachtel  
Village Manager





# REVENUE HISTORY AND PROJECTIONS

ACCOUNT #	TAXES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
01-00-1-401	Property Taxes - Corporate	1,153,519	1,052,573	1,030,802	1,086,685	1,036,031
01-00-1-402	Property Taxes - Police	1,219,435	1,111,172	1,089,705	1,146,737	1,094,895
01-00-1-403	Property Taxes - Fire	922,815	840,887	824,642	868,235	828,741
01-00-1-404	Property Taxes - Work. Comp/Liability Insurance	291,958	273,129	290,192	286,032	239,587
01-00-1-405	Property Taxes - Auditing	28,379	25,627	27,978	28,297	25,659
01-00-1-406	Property Taxes - Soc. Sec./Medicare	229,451	210,028	223,234	222,861	200,056
01-00-1-407	Property Taxes - IMRF	232,786	215,598	228,696	207,971	170,471
01-00-1-408	Property Taxes - Police Pension	461,454	443,590	471,579	392,460	257,880
01-00-1-409	Property Taxes - Fire Pension	112,746	82,084	86,591	78,914	77,923
01-00-1-410	Road and Bridge Taxes	75,000	73,200	74,000	76,211	74,584
01-00-1-411	Utility Taxes	567,000	524,000	589,000	523,309	597,487
01-00-1-412	Telecommunications Taxes	466,000	431,000	475,000	457,564	475,686
01-00-1-414	Pers. Prop. Replacement Tax - Corp.	30,600	35,100	35,200	39,410	44,649
01-00-1-415	Pers. Prop. Replacement Tax - Police Pension	3,400	3,900	3,900	4,380	4,958
01-00-1-416	Sales Taxes	197,000	173,000	204,000	154,344	174,205
01-00-1-417	State Income Tax	745,000	756,000	717,000	734,057	847,459
01-00-1-418	Local Use Tax	114,000	109,000	112,000	111,179	134,880
<b>TOTAL TAXES</b>		<b>6,850,543</b>	<b>6,359,888</b>	<b>6,483,519</b>	<b>6,418,646</b>	<b>6,285,151</b>

## LICENSES & PERMITS

01-00-2-420	Vehicle Stickers	247,000	246,000	246,000	259,163	241,002
01-00-2-421	Animal Licenses	22,000	22,000	22,000	23,482	23,525
01-00-2-422	Liquor & Restaurant Licenses	12,100	12,100	11,800	12,750	7,725
01-00-2-423	Scavenger Licenses	920	920	920	1,000	1,000
01-00-2-424	Yard Waste Stickers	290	230	230	225	483
01-00-2-425	Franchise Central Alarm	0	0	0	0	0
01-00-2-426	Raffle Licenses	50	50	50	102	51
01-00-2-427	Alarm Permits	1,610	2,180	1,310	2,025	825
01-00-2-428	Fence Permits	1,690	1,590	1,600	1,750	1,540
01-00-2-429	Occupancy Permits	1,370	1,650	910	1,985	1,850
01-00-2-430	Building Permits	35,000	58,000	38,000	44,730	41,869
01-00-2-431	Electrical Permits	12,500	13,280	11,200	14,130	13,155
01-00-2-432	Plumbing Permits	2,750	4,900	6,900	8,745	7,955
<b>TOTAL LICENSES &amp; PERMITS</b>		<b>337,280</b>	<b>362,900</b>	<b>340,920</b>	<b>370,087</b>	<b>340,980</b>

## INTERGOVERNMENTAL & GRANTS

01-00-3-440	FEMA-PW Public Assistance Grant					6,914
01-00-3-441	NHTSA/IDOT-Police IMaGE Grant	12,500	25,730	25,727	13,075	22,940
01-00-3-442	Cook County LAPP Reimbursement					
01-00-3-443	IDOT-Flossmoor Road Grant		260,467	260,467		
01-00-3-444	FEMA-Fire Assistance Grant		20,009	20,009	44,042	
01-00-3-446	US Army COE-Reimb Village Share					
01-00-3-447	OJP Bulletproof Vest Grant		550	0	825	818
01-00-3-448	PrimeCo IMF Lawsuit Distribution-E-Com					
01-00-3-449	Library Reimbursement	3,280	3,210	3,980	3,267	3,137
01-00-3-450	IRMA Lexipol Grant					2,475
01-00-3-451	ICECF Lighting Grant					19,200
01-00-3-452	DCEO-CBD Lighting Grant	200,000	0	0	0	0
<b>TOTAL INTERGOVERNMENTAL &amp; GRANTS</b>		<b>215,780</b>	<b>309,966</b>	<b>310,183</b>	<b>61,209</b>	<b>55,484</b>

# REVENUE HISTORY AND PROJECTIONS

ACCOUNT #	CHARGES FOR SERVICES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
01-00-4-450	Flossmoor Fest Fees	3,000	2,690	3,000	3,468	0
01-00-4-451	Ambulance Fees	240,000	250,000	240,000	178,119	181,378
01-00-4-452	Zoning and Subdivision Fees	3,100	3,000	2,900	2,300	2,800
01-00-4-453	Architectural Advisory Comm. Fees	780	670	1,180	840	630
01-00-4-454	Sales - Copies and Publications	1,490	1,160	1,740	1,320	1,485
01-00-4-455	Elevator Inspection Fees	2,090	2,580	1,900	2,064	1,638
01-00-4-456	Public Works Inspection Fees	8,660	9,310	6,480	10,010	9,635
01-00-4-457	Storm Sewer Tap Inspection Fees	250	250	250	150	225
01-00-4-458	Health Inspection Fees	2,920	3,010	2,870	3,290	2,800
01-00-4-459	Municipal Building Rentals	3,690	3,000	4,400	4,380	4,850
01-00-4-460	Share the Cost Tree Program	3,420	3,450	2,870	1,955	2,055
01-00-4-461	Accident Response Fees	5,000	1,200	5,000		
01-00-4-462	Weed Cutting Charges	4,030	3,425	3,180	1,390	5,575
01-00-4-463	Animal Shelter Fees	860	1,055	730	705	655
01-00-4-464	Excess Alarm Charges	6,540	6,540	7,670	9,150	3,625
01-00-4-465	Farmers Market Fees	1,480	1,630	1,410	1,670	1,140
01-00-4-466	In Lieu of Detention Fees	0	0	19,200	73,886	0
01-00-4-467	Special Police Services					
	Crossing guards, misc.	7,940	7,960	7,960	7,646	7,773
01-00-4-468	Special Fire Services					
	Sunnycrest, Sunrise, Flossmoor CC, Ingalls	105,000	101,640	128,000	101,290	172,284
01-00-4-469	Public Works Engineering Fees	11,710	12,620	6,790	17,890	14,810
<b>TOTAL CHARGES FOR SERVICES</b>		<b>411,960</b>	<b>415,190</b>	<b>447,530</b>	<b>421,523</b>	<b>413,358</b>
<b>FINES AND FORFEITURES</b>						
01-00-5-470	Court Fines	135,000	116,150	101,000	91,351	82,028
01-00-5-471	Forfeitures	200	0	200	0	0
01-00-5-472	Administrative Tow Fees	28,000	0			
<b>TOTAL FINES AND FORFEITURES</b>		<b>163,200</b>	<b>116,150</b>	<b>101,200</b>	<b>91,351</b>	<b>82,028</b>
<b>MISCELLANEOUS REVENUES</b>						
01-00-6-480	Interest Earnings	67,000	80,000	83,000	72,229	168,963
01-00-6-482	NSF Fees	200	190	220	180	197
01-00-6-483	Cable Franchise and Service Provider Fees	142,000	150,000	135,000	142,799	132,513
01-00-6-484	Gasoline Tax Rebate	2,750	2,170	2,170	4,552	2,191
01-00-6-485	Equalization Fees	170	0	260	0	0
01-00-6-486	Miscellaneous Income	5,600	6,420	5,100	4,591	4,688
01-00-6-487	Contributions/Donations	9,830	9,480	2,340	9,679	1,070
01-00-6-489	Sale of Village Property	0	0	0	0	0
01-00-6-490	Tower Lease Rental Payments					
	Verizon Wireless	36,802	35,730	35,730	34,776	33,864
	Primeco/Verizon/US Cellular (Beg. FY 03)	34,633	33,301	33,301	32,020	30,789
	Sprint	44,756	43,035	43,035	45,104	30,789
	T-Mobile	32,845	31,582	31,582	30,368	29,200
<b>TOTAL MISCELLANEOUS REVENUES</b>		<b>376,586</b>	<b>391,908</b>	<b>371,738</b>	<b>376,298</b>	<b>434,264</b>
<b>TRANSFERS</b>						
01-00-9-409	Transfer from Sanitary Sewer Rehabilitation	0	0	0	0	0
01-00-9-420	Transfer from Working Cash	1,000	1,000	2,000	1,487	4,767
<b>TOTAL TRANSFERS</b>		<b>1,000</b>	<b>1,000</b>	<b>2,000</b>	<b>1,487</b>	<b>4,767</b>

# REVENUE HISTORY AND PROJECTIONS

ACCOUNT #	CHARGES FOR SERVICES	BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		11-12	10-11	10-11	09-10	08-09
	TOTAL GENERAL FUND	8,356,349	7,957,002	8,057,090	7,740,601	7,616,032
	EXPENDITURES ALLOCATED FROM OR (SURPLUS					
	POSTED TO) RESERVES:					
	OPERATING	187,974	43,366	323,829	(274,971)	(736,073)
	CAPITAL/NON-OPERATING	340,400	118,143	56,653	766,203	705,317
	TOTAL GENERAL FUND INCLUDING	8,884,723	8,118,511	8,437,572	8,231,833	7,585,276
	ALLOCATED FROM/SURPLUS TO RESERVES					

## GENERAL FUND SUMMARY (BUDGETED FY12)

CATEGORY	LEGISLATIVE	EXECUTIVE	FINANCE	LEGAL SERVICES	PLANNING & ZONING	POLICE	PUBLIC SAFETY RECEPTION AND RECORDS	FIRE	INSPCT. SERVICES	PUBLIC WORKS ADMIN.	BUILDING MAINTENANCE	STREETS & GROUNDS	TOTALS
FULL TIME	0	286,212	332,024	0	122,621	1,612,791	210,875	257,951	120,670	197,215	0	725,528	3,865,887
PART TIME	38,400	0	11,328	0	0	59,059	75,097	586,684	35,557	3,838	0	111,992	921,955
SICK LEAVE BUY BACK	0	3,623	5,502	0	1,324	11,310	2,161	5,627	1,004	2,328	0	1,652	34,531
OVERTIME	0	363	3,774	0	0	106,530	7,586	518	261	524	0	26,130	145,686
PERSONAL SERVICES	38,400	290,198	352,628	0	123,945	1,789,690	295,719	850,780	157,492	203,905	0	865,302	4,968,059
FRINGE BENEFITS	3,429	125,695	180,714	0	40,243	873,674	93,250	253,630	31,950	121,824	0	378,713	2,103,122
COMMODITIES	3,200	5,300	16,490	0	1,540	105,121	0	70,225	4,550	8,350	16,790	39,315	270,881
CONTRACTUAL	71,825	11,793	58,149	175,425	4,640	180,057	123,502	480,257	11,633	56,528	63,200	223,278	1,460,287
TRAINING	11,099	7,221	6,315	0	4,350	24,500	200	75,340	2,400	2,100	0	1,500	135,025
MAINTENANCE	0	12,730	38,420	0	555	36,638	19,414	51,300	3,500	8,050	40,464	72,255	283,326
CAPITAL OUTLAY	10,000	8,000	0	0	0	0	0	7,400	0	515,000	0	0	540,400
TRANSFERS	(20,392)	333,879	(179,275)	(15,955)	(20,110)	(83,585)	(60,423)	(55,329)	(17,167)	(188,206)	(12,045)	(557,769)	(876,377)
<b>TOTAL FUNCTION</b>	117,561	794,816	473,441	159,470	155,163	2,926,095	471,662	1,733,603	194,358	727,551	108,409	1,022,594	8,884,723
<b>TRANSFERS</b>	20,392	(333,879)	179,275	15,955	20,110	83,585	60,423	55,329	17,167	188,206	12,045	557,769	876,377
<b>GRAND TOTAL +/-</b>	137,953	460,937	652,716	175,425	175,273	3,009,680	532,085	1,788,932	211,525	915,757	120,454	1,580,363	9,761,100

# LEGISLATIVE

## **SERVICES PROVIDED:**

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The Village of Flossmoor operates under the Council/Manager form of government. The Legislative branch of the Village consists of the Mayor and Board of Trustees who are elected at-large for four-year overlapping terms. This is the policy-making body of the Village and is responsible for setting its policies and programs. The Village's other boards, commissions and committees act as recommending bodies to the Village Board. The Board meets on a regular basis twice monthly to address matters of Village concern and set policy.



# LEGISLATIVE

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
	<b>Salaries</b>					
01-41-1-501	Village Trustees	28,800	28,800	28,800	28,800	28,800
	Mayor	9,600	9,600	9,600	9,600	9,600
	<b>TOTAL SALARIES</b>	<b>38,400</b>	<b>38,400</b>	<b>38,400</b>	<b>38,400</b>	<b>38,400</b>
	<b>FRINGE BENEFITS</b>					
01-41-2-593	Unemployment Contributions	449	403	438	400	387
01-41-2-595	Village FICA Contributions	2,238	1,962	2,180	2,331	2,381
01-41-2-596	Village Medicare Contributions	742	661	719	545	557
	<b>TOTAL FRINGE BENEFITS</b>	<b>3,429</b>	<b>3,026</b>	<b>3,337</b>	<b>3,276</b>	<b>3,325</b>
	<b>COMMODITIES</b>					
01-41-3-601	Office Supplies	1,200	1,300	1,200	1,258	1,522
01-41-3-602	Books and Maps	100	0	100	0	296
01-41-3-603	Postal Charges	800	800	800	652	323
01-41-3-604	Miscellaneous Mailings	700	200	700	0	1,656
01-41-3-605	Operating Supplies	200	0	200	0	11
01-41-3-606	Office Equipment	200	100	200	109	0
	<b>TOTAL COMMODITIES</b>	<b>3,200</b>	<b>2,400</b>	<b>3,200</b>	<b>2,019</b>	<b>3,808</b>
	<b>CONTRACTUAL SERVICES</b>					
01-41-4-630	Professional Services	5,000	2,500	5,000	300	0
01-41-4-631	Board Contingency Fund	10,000	5,000	10,000	0	0
01-41-4-635	Printing	2,000	2,000	2,000	1,695	1,447
01-41-4-637	Telephone	200	0	200	0	393
01-41-4-644	Municipal Code	1,000	0	1,000	0	0
01-41-4-650	Flossmoor Fest*	35,000	35,325	35,000	31,665	3,864
01-41-4-651	Community Relations Commission					
	Movies in Our Parks	2,200	1,854	2,800	1,908	2,563
	Farmers Market	1,600	1,549	1,600	75	536
	Winterfest	1,000	797	1,000	227	490
	Meet and Greet	600	487	1,200	547	0
	Promotional Materials	1,000	983	1,000	919	0
	Miscellaneous	1,000	400	2,000	383	1,027
01-41-4-652	Community Services Activities					
	Rich Township	200	200	200	279	148
	Gift Certificates	375	375	375	375	175
	Flowers	1,000	900	450	676	1,103
	Donations and Sponsorships	400	400	400	374	0
	Meetings and Events	1,000	1,000	2,000	1,409	924
	Awards	250	200	250	195	195
	Miscellaneous	1,000	1,000	1,000	3,315	921
01-41-4-653	Marketing Program	7,000	3,000	5,600	2,845	5,204
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>71,825</b>	<b>57,971</b>	<b>73,075</b>	<b>47,187</b>	<b>18,990</b>

\*Does not reflect the personnel cost for Flossmoor Fest.

# LEGISLATIVE

ACCOUNT #		BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b><u>TRAINING AND CONFERENCES</u></b>						
01-41-5-660	Dues and Subscriptions:					
	CMAP (NIPC)	1,800	1,800	1,800	0	0
	Chicago Southland	540	540	540	540	540
	Chicago Southland Economic Development	500	500	0	500	0
	SSMMA	5,100	5,100	5,100	5,287	5,054
	Illinois Municipal League	859	859	859	859	859
	South Suburban Housing Center	500	500	500	500	500
	Homewood Chamber of Commerce	375	375	375	370	375
	INT'L Council of Shopping Centers	100	100	100	100	100
	Center for Multicultural Communities (Healing Racism)	50	50	50	50	50
	Rich Township	0	0	0	0	32
	Downtown Flossmoor Business Association	100	100	100	100	100
	Miscellaneous	175	0	175	0	16
01-41-5-661	Training:	1,000	1,000	1,000	1,092	238
	Miscellaneous seminars and conferences related to various boards and commissions					
<b>TOTAL TRAINING AND CONFERENCES</b>		<b>11,099</b>	<b>10,924</b>	<b>10,599</b>	<b>9,398</b>	<b>7,864</b>
<b><u>TRANSFERS</u></b>						
<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>						
01-41-7-708	Resident Survey	10,000	8,000	10,000	8,000	0
<b>TOTAL CAPITAL OUTLAY/NON-OPERATING</b>		<b>10,000</b>	<b>8,000</b>	<b>10,000</b>	<b>8,000</b>	<b>0</b>
01-41-9-904	Transfer from Wat & Sew-FICA/Med/FICA	(1,110)	(1,260)	(1,260)	(1,300)	(1,390)
01-41-9-908	Transfer from Water and Sewer Fund	(19,282)	(20,669)	(20,669)	(19,402)	(18,884)
<b>TOTAL TRANSFERS</b>		<b>(20,392)</b>	<b>(21,929)</b>	<b>(21,929)</b>	<b>(20,702)</b>	<b>(20,274)</b>
<b>TOTAL FUNCTION</b>		<b>117,561</b>	<b>98,792</b>	<b>116,682</b>	<b>87,578</b>	<b>52,113</b>
<b>TRANSFERS</b>		<b>20,392</b>	<b>21,929</b>	<b>21,929</b>	<b>(20,702)</b>	<b>52,095</b>
<b>GRAND TOTAL +/- TRANSFERS</b>		<b>137,953</b>	<b>120,721</b>	<b>138,611</b>	<b>66,876</b>	<b>104,208</b>

## BUDGET NOTES

# EXECUTIVE

## **SERVICES PROVIDED:**

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The Executive branch consists of the Village Manager and her immediate staff. The Manager reports to the Mayor and Board of Trustees who are responsible for appointing the position. The position is responsible for the day-to-day operations of the Village, and all department directors report to her. The Manager is also responsible for gathering information relating to Village concerns, policies and programs for presentation to the Mayor and Board of Trustees at their regular meetings.

The Manager prepares the annual Village budget for Village Board review and approval. After the budget is set by the Village Board, the Manager oversees the expenditure of Village funds throughout the fiscal year.

# EXECUTIVE

ACCOUNT #	PERSONAL SERVICES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
	<b>Full-Time Salaries</b>					
01-42-1-502	Village Manager	140,997	138,232	138,232	131,653	127,326
01-42-1-503	Assistant Village Manager/ Planning Director (15/85 Exec/P&Z)	16,901	16,570	16,570	16,896	15,416
01-42-1-504	Executive Secretary	59,576	58,408	58,408	55,550	54,754
01-42-1-506	Assistant to the Village Manager	68,738	62,190	62,190	59,800	56,493
	<b>TOTAL FULL-TIME SALARIES</b>	286,212	275,400	275,400	263,898	253,989
	<b>Part-Time Salaries</b>					
01-42-1-514	Temporary Assistant	0	0	0	0	242
	<b>TOTAL PART-TIME SALARIES</b>					242
01-42-1-570	Sick Leave Buy Back	3,623	3,552	3,552	506	(83)
01-42-1-590	Overtime	363	356	356	0	0
	<b>TOTAL PERSONAL SERVICES</b>	290,198	279,308	279,308	264,405	254,149
	<b>FRINGE BENEFITS</b>					
01-42-2-590	Health Insurance Premium	57,190	51,480	52,000	43,742	39,453
01-42-2-591	Life Insurance Premium	492	492	492	380	456
01-42-2-592	EAP and Wellness Incentive Program	341	95	95	86	85
01-42-2-593	Unemployment Contributions	2,694	2,418	2,628	2,398	1,937
01-42-2-595	Village FICA Contributions	17,902	15,696	17,440	14,415	14,044
01-42-2-596	Village Medicare Contributions	4,453	3,970	4,315	3,731	3,591
01-42-2-597	Village IMRF Contributions	42,623	37,268	41,874	32,465	29,599
	<b>TOTAL FRINGE BENEFITS</b>	125,695	111,418	118,844	97,217	89,164
	<b>COMMODITIES</b>					
01-42-3-601	Office Supplies	1,600	1,600	1,300	1,681	1,272
01-42-3-602	Books and Maps	100	0	100	0	0
01-42-3-603	Postage	500	200	500	203	188
01-42-3-605	Operating Supplies	300	50	300	44	106
01-42-3-606	Office Equipment	300	100	300	453	872
01-42-3-607	Computer Equipment and Supplies	1,500	1,300	1,300	1,819	1,354
01-42-3-608	Petroleum Products	1,000	1,000	1,000	1,023	983
	<b>TOTAL COMMODITIES</b>	5,300	4,250	4,800	5,222	4,775
	<b>CONTRACTUAL SERVICES</b>					
01-42-4-630	Professional Services	2,000	1,000	2,000	2,424	2,526
01-42-4-632	Safety and Wellness Committees	750	120	500	495	35
01-42-4-634	Other Miscellaneous Services	745	740	450	435	415
	ASCAP License					
	GFOA Certificate Application					
01-42-4-635	Printing	250	250	250	186	63
01-42-4-636	Pre-employment Physicals	250	0	250	0	0
01-42-4-637	Telephone	1,200	1,100	1,000	1,132	719
01-42-4-639	Website and Internet Services	2,000	1,820	1,500	2,264	1,856
01-42-4-640	IRMA-Workers Comp Premium	2,364	2,632	2,659	2,748	2,372
01-42-4-641	IRMA-Liability Premium					
	Executive	1,576	1,974	1,994	3,092	2,372
	Outdoor Art Program	658	658	665	1,031	2,372
01-42-4-642	IRMA Insurance Deductible					
	Executive	0	0	0	0	0
	Outdoor Art Program	0	0	0	0	0
	<b>TOTAL CONTRACTUAL SERVICES</b>	11,793	10,295	11,268	13,806	12,730



# EXECUTIVE

ACCOUNT #	TRAINING	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
01-42-5-660	Membership Dues					
	ICMA	1,306	1,306	1,350	1,282	1,264
	ILCMA, Metro Managers, IAMMA	485	485	500	477	467
	NPELRA, IPELRA	350	350	350	350	350
	3CMA	0	0	0	0	375
	Other Professional Associations	200	200	375	375	375
	Subscriptions	380	380	370	377	322
01-42-5-661	Training	4,500	2,200	4,500	1,903	679
	ICMA, ILCMA, IAMMA & various seminars					
	<b>TOTAL TRAINING</b>	<b>7,221</b>	<b>4,921</b>	<b>7,445</b>	<b>4,763</b>	<b>3,832</b>
<b>MAINTENANCE</b>						
01-42-6-670	Office Equipment Maintenance	200	100	200	0	0
01-42-6-671	Vehicle Maintenance & Supplies	250	400	250	145	78
01-42-6-672	Computer Software Maintenance	300	125	300	198	107
01-42-6-673	Computer Hardware Maintenance	7,300	4,040	7,000	10,454	5,760
01-42-6-682	Digital Phone System Maintenance	4,680	4,680	4,000	491	867
	<b>TOTAL MAINTENANCE</b>	<b>12,730</b>	<b>9,345</b>	<b>11,750</b>	<b>11,288</b>	<b>6,812</b>
<b>CAPITAL OUTLAY/NON-OPERATING</b>						
01-42-7-707	Flossmoor Municipal Code Project	8,000	0	8,000	0	0
	<b>TOTAL CAPITAL OUTLAY/NON-OPERATING</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS</b>						
01-42-9-904	Transfer from Wat & Sew-FICA/Med/IMRF	(11,100)	(12,600)	(12,600)	(13,000)	(13,900)
01-42-9-908	Transfer from Wat & Sew-Admin Transfer	(38,630)	(37,887)	(37,887)	(34,340)	(31,738)
01-42-9-916	Transfer to Capital Equipment Fund	387,589	369,308	369,308	360,637	321,432
01-42-9-941	Transfer from Grant Parking	(3,980)	(3,907)	(3,907)	(2,523)	(2,451)
	<b>TOTAL TRANSFERS</b>	<b>333,879</b>	<b>314,914</b>	<b>314,914</b>	<b>310,774</b>	<b>273,343</b>
	<b>TOTAL FUNCTION</b>	<b>794,816</b>	<b>734,451</b>	<b>756,329</b>	<b>707,476</b>	<b>644,804</b>
	<b>TRANSFERS</b>	<b>(333,879)</b>	<b>(314,914)</b>	<b>(314,914)</b>	<b>(310,774)</b>	<b>(273,343)</b>
	<b>GRAND TOTAL +/- TRANSFERS</b>	<b>460,937</b>	<b>419,537</b>	<b>441,415</b>	<b>396,702</b>	<b>371,461</b>

## **BUDGET NOTES**

# FINANCE DEPARTMENT

## SERVICES PROVIDED:

The Finance Department provides essential administrative services to a wide array of customers including the residents, Village Board and Manager, other Village Departments and Village employees. Services provided to the residents include receiving and processing various permits and licenses such as vehicle stickers, parking permits, animal licenses, and restaurant and liquor licenses, renting of Village facilities, water bills and collection, voter registration, administration of local elections, answering Village Hall phone and assisting residents, and receiving visitors to Village Hall. The Finance Department is responsible for several major administrative services including all Village Finance functions, Human Resources, Risk Management, fulfillment of daily Village Clerk duties, and joint responsibility for domain administration of the Village-wide computer network. Included in the financial services are management of the Village's general ledger, bank accounts and cash flow, investment portfolio, budget maintenance, water billing, payroll, accounts payable, accounts receivable, purchase orders, cashiering, tax collection, parking revenue management, production of the Comprehensive Annual Financial Report (CAFR), supervision of the annual audit process, and producing numerous reports as required by law. Human Resources services include management of the employees' benefits package, maintenance of personnel records, and assisting employees with personnel issues. Risk management services include oversight of Village insurance policies, coordinating all claims, minimizing risk, and participation on the IRMA Board. The Finance Department also provides the Library with services of maintaining the Library general ledger, performing limited Library payroll functions, and preparing Library vendor checks and reports to the Library Board.

## FY11 ACHIEVEMENTS:

- Maintained high standard of daily operations; efficiency resulted in only 4 audit adjustments.
- Obtained GFOA Certificate of Achievement in Financial Reporting (CAFR).
- Led process to gather, compile and present data for 5 year General Fund analysis project.
- Managed bond issue proceeds for 2009 Advance G.O. Refunding bonds including the refunding of the 2002 bonds.
- Implemented PEHP for FOP member employees as mandated in agreement with FOP.
- Conducted review of health insurance provider and broker services for 2010 renewal; resulting in conversion to new broker.
- Implemented initial phases of wellness program for full-time Village employees.
- Began process to early implement GASB 54 for FY 11.
- Recruited and trained new Accounting Clerk-PR/AP; maintained operations during position vacancy period.
- Managed process to replace mailing machine system.
- Completed process to amend Section 125 cafeteria plan as mandated by health care reform.

## FY12 GOALS:

- Submit application and Comprehensive Annual Financial Report to GFOA for CAFR award.
- Re-training as domain administrator for new server software.
- Research usage of Village corporate credit card program for department purchasing.
- Complete implementation of wellness program for full-time Village employees.
- Complete early implementation of GASB 54 for FY 11 CAFR and audit.
- Begin implementation of IRS guidelines on W-2 reporting for health insurance premiums.
- Begin implementation of IRS guidelines on 1099 reporting for all vendors.
- Participate in project with Public Works to review and implement storm water utility fee if approved.

# FINANCE DEPARTMENT

ACCOUNT #	PERSONAL SERVICES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b>Full-Time Salaries</b>						
01-43-1-510	Finance Director	112,674	110,465	110,465	108,278	105,328
01-43-1-511	Accountant	72,778	71,351	71,351	66,665	57,488
01-43-1-512	Accounting Clerks	100,318	96,576	104,624	100,887	99,392
01-43-1-513	Cashier/Receptionist	46,254	45,347	45,347	41,890	42,678
<b>TOTAL FULL-TIME SALARIES</b>		332,024	323,739	331,787	317,720	304,886
<b>Part-Time Salaries</b>						
01-43-1-514	Part-Time/Temporary Assistant	6,528	6,000	6,000	7,695	5,582
01-43-1-515	Village Clerk	4,800	4,800	4,800	4,800	4,800
<b>TOTAL PART-TIME SALARIES</b>		11,328	10,800	10,800	12,495	10,382
01-43-1-570	Sick Leave Buy Back	5,502	4,746	4,844	4,746	3,864
01-43-1-590	Overtime	3,774	3,200	3,188	223	0
<b>TOTAL PERSONAL SERVICES</b>		352,628	342,485	350,619	335,184	319,132

## FRINGE BENEFITS

01-43-2-590	Health Insurance Premium	98,040	70,785	71,500	70,723	56,280
01-43-2-591	Life Insurance Premium	422	703	703	319	638
01-43-2-592	EAP and Wellness Incentive Programs	568	158	158	115	141
01-43-2-593	Unemployment Contributions	2,694	2,821	3,066	2,798	2,324
01-43-2-595	Village FICA Contributions	24,615	21,582	23,980	20,080	19,386
01-43-2-596	Village Medicare Contributions	5,195	4,631	5,034	4,699	4,542
01-43-2-597	Village IMRF Contributions	49,180	45,868	51,537	38,246	35,377
<b>TOTAL FRINGE BENEFITS</b>		180,714	146,548	155,978	136,980	118,688

## COMMODITIES

01-43-3-601	Office Supplies	2,260	2,600	2,200	1,858	2,303
01-43-3-602	Books and Maps	400	200	400	108	243
01-43-3-603	Postage	4,700	4,400	4,890	5,118	4,579
01-43-3-605	Other Operating Supplies: coffee, paper towels, etc.	50	50	20	8	9
01-43-3-606	Office Equipment	800	400	800	221	982
01-43-3-607	Computer Equipment and Supplies	3,200	1,600	2,200	1,757	1,186
01-43-3-609	License and Permit Supplies	4,080	3,800	3,870	2,366	3,506
01-43-3-610	Miscellaneous	1,000	220	1,000	619	685
<b>TOTAL COMMODITIES</b>		16,490	13,270	15,380	12,055	13,493

# FINANCE DEPARTMENT

<u>ACCOUNT #</u>	<u>CONTRACTUAL SERVICES</u>	<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
01-43-4-633	Accounting and Audit Services	31,279	24,745	30,879	24,729	26,240
01-43-4-634	Miscellaneous Services	2,100	8,000	2,200	606	2,137
01-43-4-635	Printing	1,360	1,170	1,460	1,388	1,494
01-43-4-636	Pre-employment Physicals	250	400	200	0	0
01-43-4-637	Telephone	10,600	10,600	12,800	15,406	4,960
01-43-4-638	Advertising	2,010	3,040	1,450	592	1,378
01-43-4-640	IRMA: Worker's Compensation	2,364	7,896	7,976	8,243	10,675
01-43-4-641	IRMA: Liability Insurance	1,576	2,632	2,659	2,748	2,372
01-43-4-642	IRMA: Insurance Deductible	400	200	200	0	0
01-43-4-643	IRMA: Supplemental Insurance	850	800	800	698	575
01-43-4-655	Bank Service Charges	4,860	3,920	2,480	2,076	1,373
01-43-4-656	Collection Services	500	870	570	227	387
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>58,149</b>	<b>64,273</b>	<b>63,674</b>	<b>56,713</b>	<b>51,591</b>
<b>TRAINING</b>						
01-43-5-660	Membership Dues: Miscellaneous memberships	1,865	1,680	1,825	1,693	1,311
01-43-5-661	Training: GFOA, IGFOA, Misc Seminars	4,450	3,870	4,450	3,222	3,564
01-43-5-663	Tuition & Fees		0	5,310	15,630	11,865
<b>TOTAL TRAINING</b>		<b>6,315</b>	<b>5,550</b>	<b>11,585</b>	<b>20,545</b>	<b>16,740</b>
<b>MAINTENANCE</b>						
01-43-6-670	Office Equipment Maintenance	8,600	9,050	9,200	8,496	8,793
01-43-6-672	Computer Software Maintenance	10,090	8,240	8,770	7,804	7,572
01-43-6-673	Computer Network Maintenance	19,730	17,735	15,250	13,124	23,010
<b>TOTAL MAINTENANCE</b>		<b>38,420</b>	<b>35,025</b>	<b>33,220</b>	<b>29,424</b>	<b>39,375</b>
<b>CAPITAL OUTLAY/NON-OPERATING</b>						
01-43-7-707	Accounting, Policies & Procedures Manual	0	0	0	1,447	13,953
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,447</b>	<b>13,953</b>
<b>TRANSFERS</b>						
01-43-9-904	Transfer from Wat & Sew-FICA/Med/FICA	(14,430)	(16,380)	(16,380)	(16,900)	(18,070)
01-43-9-906	Transfer - Debt Service Abatement	0	0	0	0	0
01-43-9-908	Transfer from Wat & Sew- Admin Transfer	(131,682)	(126,840)	(126,840)	(119,885)	(110,095)
01-43-9-941	Transfer from Grant Parking	(33,163)	(32,556)	(32,556)	(31,543)	(30,635)
<b>TOTAL TRANSFERS</b>		<b>(179,275)</b>	<b>(175,776)</b>	<b>(175,776)</b>	<b>(168,328)</b>	<b>(158,800)</b>
<b>TOTAL FUNCTION</b>		<b>473,441</b>	<b>431,375</b>	<b>454,680</b>	<b>424,020</b>	<b>414,172</b>
<b>TRANSFERS</b>		<b>179,275</b>	<b>175,776</b>	<b>175,776</b>	<b>168,328</b>	<b>158,800</b>
<b>GRAND TOTAL +/- TRANSFERS</b>		<b>652,716</b>	<b>607,151</b>	<b>630,456</b>	<b>592,348</b>	<b>572,972</b>



## **BUDGET NOTES**

# LEGAL SERVICES

## **SERVICES PROVIDED:**

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The Legal Services unit is comprised of the appointed Village Attorney who acts as an independent contractor on retainer plus related legal expenses. The budget also covers special counsel which may be hired from time to time as appropriate. The Village Attorney provides legal advice and support to the Village Board, management and various commissions as needed. The Village Attorney also serves as the Village Prosecutor with respect to citations issued by the Village which then are heard in the local court. The Village Attorney keeps the Mayor and Trustees apprised of the status of all Village litigation, handling any such litigation which is not covered by the Village's insurance coverage.

# LEGAL SERVICES

ACCOUNT #	CONTRACTUAL SERVICES	BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		11-12	10-11	10-11	09-10	08-09
	Legal Services:					
01-44-4-630	Retainer for Village Attorney	107,625	107,625	107,625	107,625	107,625
01-44-4-643	Unplanned Litigation	35,000	44,247	35,000	35,045	0
01-44-4-644	Other Legal Services	15,000	15,000	15,000	34,906	30,654
01-44-4-646	Local Adjudication Services	17,800	5,835	17,800	0	0
	<b>TOTAL LEGAL SERVICES</b>	<b>175,425</b>	<b>172,707</b>	<b>175,425</b>	<b>177,576</b>	<b>138,279</b>
	<b>TRANSFERS</b>					
01-44-9-908	Transfer from Wat & Sew - Admin Transfer	(15,955)	(15,884)	(15,884)	(15,464)	(12,590)
	<b>TOTAL FUNCTION</b>	<b>159,470</b>	<b>156,823</b>	<b>159,541</b>	<b>162,112</b>	<b>125,689</b>
	<b>TRANSFERS</b>	<b>15,955</b>	<b>15,884</b>	<b>15,884</b>	<b>15,464</b>	<b>12,590</b>
	<b>GRAND TOTAL +/- TRANSFERS</b>	<b>175,425</b>	<b>172,707</b>	<b>175,425</b>	<b>177,576</b>	<b>138,279</b>

# PLANNING AND ZONING

## **SERVICES PROVIDED:**

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Planning and Zoning is responsible for guiding the growth, development and maturation of the community. It is also charged with enforcement of the Village's Zoning Ordinance, Comprehensive Plan and Subdivision Ordinance. Staff under this budget develop long-term land use plans, evaluate development proposals, provide guidance to residents, perform research in support of land planning/economic development, perform building permit reviews, monitor developments in land use and constitutional law, and represent the Village in regional planning and economic development efforts.

## **FY11 ACHIEVEMENTS:**

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- Expanded the database of foreclosure filings providing a detailed accounting of residential foreclosure activity for calendar year 2009. Prepared a report which described the character of 2009 foreclosure filings and provided a multi-year trend analysis.
- Secured from the County Assessor's Office orthographic, topographic, photographic and property tax assessment data for the entire village and unincorporated areas enclosed by Village boundaries. This data is currently being used to develop updated and accurate Zoning and Address maps of the Village.
- Developed and implemented new regulations pertaining to residential signage, property line markers, animals, permitted uses in commercial zoning districts and sidewalk cafes.
- Coordinated efforts to resolve infrastructure issues that were impeding the completion of the CVS and Alliance commercial development projects.

## **FY12 GOALS:**

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- Facilitate the adoption of a Comprehensive Amendment to the Zoning Ordinance.
- Continue to monitor the incidence of residential foreclosures and expand the scope of the monitoring effort to encompass the disposition of foreclosed properties.
- Develop updated economic development marketing materials for the Village based on updated demographic data and reflecting contemporary marketing practice.
- Facilitate Village Board review of policies regarding annexation and land use objectives for unincorporated areas surrounded by the Village.

# PLANNING AND ZONING

ACCOUNT #	PERSONAL SERVICES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
	<b>Full-Time Salaries</b>					
01-45-1-503	Assistant Village Manager/ Planning Director (85/15 P&Z/Exec)	95,773	93,781	93,895	95,746	87,360
01-45-1-507	Building and Zoning Coordinator (50/50 P&Z/Insp. Services)	26,848	26,231	26,322	25,564	24,405
	<b>TOTAL FULL-TIME SALARIES</b>	122,621	120,012	120,217	121,310	111,765
	<b>TOTAL PART-TIME SALARIES</b>	0	0	0	0	0
01-45-1-570	Sick Leave Buy Back	1,324	0	1,298	0	1,273
01-45-1-590	Overtime	0	0	0	0	0
	<b>TOTAL PERSONAL SERVICES</b>	123,945	120,012	121,515	121,310	113,038

	<b>FRINGE BENEFITS</b>					
01-45-2-590	Health Insurance Premium	8,170	5,541	5,597	5,860	5,039
01-45-2-591	Life Insurance Premium	211	211	211	152	182
01-45-2-592	EAP and Wellness Incentive Programs	114	32	32	29	28
01-45-2-593	Unemployment Contributions	898	718	780	799	775
01-45-2-595	Village FICA Contributions	8,951	6,602	7,336	7,119	6,853
01-45-2-596	Village Medicare Contributions	2,227	1,627	1,768	1,665	1,603
01-45-2-597	Village IMRF Contributions	19,672	13,081	14,698	14,471	13,229
	<b>TOTAL FRINGE BENEFITS</b>	40,243	27,812	30,422	30,096	27,708

	<b>COMMODITIES</b>					
01-45-3-601	Office Supplies	540	490	540	545	516
01-45-3-602	Books and Maps	100	25	100	0	172
01-45-3-603	Postage	500	405	500	626	391
01-45-3-606	Office Equipment	200	0	200	0	0
01-45-3-607	Computer Equipment and Supplies	200	0	200	0	0
	<b>TOTAL COMMODITIES</b>	1,540	920	1,540	1,171	1,079

	<b>CONTRACTUAL SERVICES</b>					
01-45-4-630	Professional Services: Update zoning map, miscellaneous planning studies Sunnycrest Planning	0	0	0	0	0
01-45-4-635	Printing and Binding: Update zoning map, address map, comprehensive plan, etc.	100	70	100	140	63
01-45-4-636	Pre-employment Physicals	0	0	0	0	0
01-45-4-638	Advertising: Public Hearing notices	600	400	600	47	74
01-45-4-640	IRMA-Workers Comp Premium	2,364	2,713	2,740	2,748	2,372
01-45-4-641	IRMA-Liability Premium	1,576	2,713	2,740	2,748	2,372
01-45-4-642	IRMA Insurance Deductible	0	0	0	0	0
	<b>TOTAL CONTRACTUAL SERVICES</b>	4,640	5,896	6,180	5,683	4,881



# PLANNING AND ZONING

ACCOUNT #	TRAINING AND CONFERENCES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
01-45-5-660	Membership Dues: Amer. Plan. Assoc., Newsletters, inc.	650	623	600	636	598
01-45-5-661	Training: APA Annual Conference and other planning, land use law and economic development conferences	3,700	3,730	3,700	2,905	2,291
<b>TOTAL TRAINING AND CONFERENCES</b>		<b>4,350</b>	<b>4,353</b>	<b>4,300</b>	<b>3,541</b>	<b>2,889</b>
<hr/>						
<b><u>MAINTENANCE</u></b>						
01-45-6-672	Computer Software Maintenance	32	24	32	27	29
01-45-6-673	Computer Hardware Maintenance	523	512	523	515	1,288
<b>TOTAL MAINTENANCE</b>		<b>555</b>	<b>536</b>	<b>555</b>	<b>542</b>	<b>1,316</b>
<hr/>						
<b><u>CAPITAL OUTLAY/NON OPERATING</u></b>						
01-45-7-701	Village Base Map	0	14,000	14,000	0	0
<b>TOTAL CAPITAL OUTLAY/NON OPERATING</b>		<b>0</b>	<b>14,000</b>	<b>14,000</b>	<b>0</b>	<b>0</b>
<hr/>						
<b><u>TRANSFERS</u></b>						
01-45-9-904	Transfer from Water & Sewer - FICA/Med/IMRF	(5,550)	(6,300)	(6,300)	(6,500)	(6,950)
01-45-9-908	Transfer from Water & Sewer - Admin Trans	(14,560)	(14,246)	(14,246)	(13,812)	(13,189)
<b>TOTAL TRANSFERS</b>		<b>(20,110)</b>	<b>(20,546)</b>	<b>(20,546)</b>	<b>(20,312)</b>	<b>(20,139)</b>
<hr/>						
<b>TOTAL FUNCTION</b>		<b>155,163</b>	<b>152,983</b>	<b>157,966</b>	<b>142,029</b>	<b>130,773</b>
<hr/>						
<b>TRANSFERS</b>		<b>20,110</b>	<b>20,546</b>	<b>20,546</b>	<b>20,312</b>	<b>20,139</b>
<hr/>						
<b>GRAND TOTAL +/- TRANSFERS</b>		<b>175,273</b>	<b>173,529</b>	<b>178,512</b>	<b>162,341</b>	<b>150,912</b>

## **BUDGET NOTES**

# POLICE DEPARTMENT

## SERVICES PROVIDED:

The Police Department is budgeted for nineteen sworn officers, staffing a Patrol Division, an Investigative/Juvenile Division and Management/Supervisory positions. Three Sergeants are assigned to the Patrol function to oversee daily functions of officers assigned to patrol. One Sergeant is assigned as detective supervisor and training coordinator. The Deputy Chief directs patrol and investigative operations, and the Chief of Police is responsible for oversight of all functions. In addition, there is one full-time and one part-time Ordinance Enforcement Officer. Auxiliary Police Officers and Citizens' Police Academy Alumni assist the Police Department with crowd control and traffic direction at a variety of community events.

The primary responsibilities of the Police Department include preventive patrol, response to calls for service, enforcement of criminal statutes/Village ordinances, crime prevention and investigation, traffic enforcement, and to function as first point of contact between the public and the Village. Some of the specialized programs that support the above responsibilities are Vacation House Watch, Neighborhood Watch, Foot Patrol, Bicycle Patrol, Citizens' Police Academy, E-Cop email notification program, D.A.R.E. School Presentations, Child Safety Seat Inspections, Bicycle Safety Programs, Business Checks, Homeowner and Business Safety Evaluations and Citizen Satisfaction Contacts. Officers also regularly participate in the mutual aid programs: South Suburban Major Crimes Task Force, South Suburban Emergency Response Team, Network III Tactical Unit, Suburban Major Accident Reconstruction Team and ILEAS Mobile Field Force.

## FY11 ACHIEVEMENTS:

- The department graduated a supervisor from the Northwestern University Center for Public Safety's School of Staff and Command School; an officer from the Chicago Police Academy's Basic Law Enforcement class 10-04 and two supervisors graduated from local universities with Master's Degrees and one patrol officer graduated with a bachelor's degree.
- Trained one officer for participation in the Illinois Law Enforcement Alarm Systems' Mobile Field Force created for mutual aid in the event of manmade or natural disaster.
- Filled the remaining video camera slot for enhanced security of village hall personnel.
- The testing process has been completed and an eligibility list is posted. The process used over 300 hours of both staff and Fire and Police Commission time.
- The department received Village Board approval for the following programs: our new policy manual and its daily training bulletins; local adjudication including administrative tow to make enforcement of local ordinances more efficient and affective; increase in fines bringing the Village fine structure into parity with other suburbs.
- Partnered with the H-F Park District, Homewood Police Dept. and Active Transportation Alliance in bringing a bike rodeo to residents held at Parker Junior High.

## FY12 GOALS:

- Continue to work towards maintaining the crime index as the lowest in the immediate area.
- Continue using in-house talent for training and community outreach.
- Add an investigator to the Suburban Major Crimes Task Force.

# POLICE DEPARTMENT

ACCOUNT #	PERSONAL SERVICES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b>Full-Time Salaries</b>						
01-48-1-520	Chief	116,988	114,694	114,694	112,765	108,996
01-48-1-521	Deputy Chief	103,065	101,044	101,044	98,614	95,551
01-48-1-522	Sergeants (4)	386,650	374,500	374,500	369,138	364,709
01-48-1-523	Police Officers (13)	892,740	805,000	885,993	780,639	803,684
01-48-1-524	Ordinance Enforcement Officer (1)	55,770	54,676	54,676	54,300	53,487
01-48-1-526	Mechanic (50/45/5 Pol/Sts/Fire)	37,083	36,356	36,356	35,676	34,752
01-48-1-531	Shift Leader Pay	15,495	14,996	15,495	12,612	14,634
01-48-1-532	Detective Pay	5,000	3,026	5,512	4,964	5,744
<b>TOTAL FULL-TIME SALARIES</b>		1,612,791	1,504,292	1,588,270	1,468,707	1,481,557
<b>Part-Time Salaries</b>						
01-48-1-525	Part-Time Ordinance Enforcement Officer	22,110	20,942	20,640	17,003	14,084
01-48-1-527	Crossing Guards	23,400	23,400	23,400	22,671	18,521
01-48-1-528	Range Officers	545	255	534	653	423
01-48-1-529	Animal Warden	3,644	3,446	3,446	2,688	2,528
01-48-1-591	Miscellaneous P.T. Employees including Auxiliary Police	9,360	5,871	10,700	4,981	7,428
<b>TOTAL PART-TIME SALARIES</b>		59,059	53,914	58,720	47,996	42,984
01-48-1-530	Field Officer Training Pay	2,754	2,754	2,754	2,902	2,320
01-48-1-533	Court Pay	14,700	13,950	16,707	13,677	10,583
01-48-1-536	Extra Duty Pay	7,345	5,000	10,590	5,097	3,617
01-48-1-570	Sick Leave Buy Back	11,310	9,890	11,512	12,754	9,865
01-48-1-590	Overtime	81,731	99,423	81,731	85,473	87,406
<b>TOTAL PERSONAL SERVICES</b>		1,789,690	1,689,223	1,770,284	1,636,605	1,638,332
<b>FRINGE BENEFITS</b>						
01-48-2-590	Health Insurance Premium	310,460	238,095	240,500	217,526	186,484
01-48-2-591	Life Insurance Premium	2,671	2,530	2,530	1,938	2,417
01-48-2-592	EAP and Wellness Incentive Programs	2,101	584	584	605	592
01-48-2-593	Unemployment Contributions	15,715	14,507	15,768	13,588	16,270
01-48-2-594	Village 457 Contributions	0	0	0	0	0
01-48-2-595	Village FICA Contributions	11,189	7,848	8,720	8,416	7,832
01-48-2-596	Village Medicare Contributions	25,236	21,833	23,731	21,893	19,847
01-48-2-597	Village IMRF Contributions	16,393	14,333	16,105	13,234	11,660
01-48-2-598	Village Police Pension Contribution	461,454	443,590	471,579	396,839	262,837
01-48-2-599	Village PEHP Contribution	28,455	27,235	27,235	0	0
<b>TOTAL FRINGE BENEFITS</b>		873,674	770,555	806,752	674,038	507,939

# POLICE DEPARTMENT

<u>ACCOUNT #</u>	<u>COMMODITIES</u>	<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
01-48-3-601	Office Supplies	3,125	2,919	3,125	2,867	2,731
01-48-3-602	Books and Maps	850	850	850	1,331	281
01-48-3-603	Postage	2,480	2,301	2,480	2,115	1,609
01-48-3-605	Operating Supplies:					
	Crime Prev. Materials, D.A.R.E.					
	Bike Rodeo, Incidental Sup.	4,550	4,100	4,550	2,565	1,042
01-48-3-607	Computer Equipment and Supplies	600	600	600	210	600
01-48-3-608	Petroleum Products	44,798	35,408	44,798	37,124	40,631
01-48-3-611	Special Police Commodities					
	Prisoner's Meals, Jail Supplies,					
	Range Supplies	9,179	8,680	9,179	4,571	3,043
01-48-3-612	Uniforms and Related Supplies					
	(21 officers @ \$400) plus equipment	16,000	16,000	16,000	16,241	13,605
01-48-3-613	Photography Supplies	600	600	600	335	639
01-48-3-614	Vehicle Sticker Compliance	10,250	8,600	10,250	8,536	8,526
01-48-3-615	Small Tools and Equipment	8,689	6,701	7,200	5,486	5,794
01-48-3-620	Bicycle Patrol Program	4,000	3,560	4,000	747	3,541
	<b>TOTAL COMMODITIES</b>	<b>105,121</b>	<b>90,319</b>	<b>103,632</b>	<b>82,130</b>	<b>82,042</b>

## CONTRACTUAL SERVICES

01-48-4-630	Professional Services	10,500	10,803	10,500	10,707	10,786
01-48-4-635	Printing	3,200	3,316	3,200	3,709	3,865
	Station Comp. Books, Case					
	Report Forms					
01-48-4-636	Pre-employment Physicals	3,000	2,156	3,000	940	541
01-48-4-637	Telephone	0		0	0	265
01-48-4-638	Advertising	1,500	1,419	1,200	0	409
01-48-4-640	IRMA-Workers Comp Premium	85,095	34,215	34,561	38,469	11,861
01-48-4-641	IRMA-Liability Premium	51,212	78,959	79,757	87,929	64,049
01-48-4-642	IRMA Insurance Deductible	17,500	17,500	17,500	11,154	15,624
01-48-4-644	Lexipol Update and Daily Bulletin	4,450	4,450	4,450	2,450	2,450
01-48-4-645	Animal Control Services	1,500	1,050	1,500	1,074	998
01-48-4-648	South Suburban Major Crimes Task Force	1,000	1,000	600	0	0
01-48-4-649	South Suburban Emer. Resp. Team-annual fee	1,100	1,000	1,100	1,000	1,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>180,057</b>	<b>155,868</b>	<b>157,368</b>	<b>157,433</b>	<b>111,848</b>

## TRAINING

01-48-5-660	Membership Dues & Subscriptions:					
	Fire & Pol. Comm. Assn.	1,900	1,750	1,900	1,080	1,398
	Il. Chiefs Association					
	Intl. Assoc. Chiefs of Police					
	Pol. Product News, etc.					
01-48-5-661	Training	22,350	22,359	22,350	21,446	23,640
	Management Training					
01-48-5-665	Auto Expense Reimbursement	250	195	250	102	221
	<b>TOTAL TRAINING</b>	<b>24,500</b>	<b>24,304</b>	<b>24,500</b>	<b>22,628</b>	<b>25,259</b>



# POLICE DEPARTMENT

ACCOUNT #	MAINTENANCE	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
01-48-6-670	Office Equipment Maintenance	8,200	7,277	8,200	1,218	5,435
01-48-6-671	Motor Equipment Maintenance Supplies	9,600	8,253	9,600	11,312	12,572
01-48-6-672	Computer Software Maintenance	550	550	2,713	908	850
01-48-6-673	Computer Network Maintenance	10,408	10,408	11,128	11,042	18,660
01-48-6-674	Copier Maintenance	1,750	1,700	1,750	1,622	1,398
01-48-6-675	Range Maintenance	6,130	6,129	5,210	6,129	5,210
<b>TOTAL MAINTENANCE</b>		<b>36,638</b>	<b>34,317</b>	<b>38,601</b>	<b>32,232</b>	<b>44,125</b>
<b>CAPITAL OUTLAY/NON-OPERATING</b>						
01-48-7-705	CCTV Surveillance System Replacement	0	1,600	1,600	687	0
01-48-7-714	Electronic Door Locks	0	0	0	0	5,905
01-48-7-715	Vehicle Sticker Software	0	0	0	1,900	0
01-48-7-716	Jail Facility Maintenance	0	0	0	1,500	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>1,600</b>	<b>1,600</b>	<b>4,087</b>	<b>5,905</b>
<b>TRANSFERS</b>						
01-48-9-904	Transfer from Wat & Sew - FICA/Med/IMRF	(9,990)	(10,080)	(10,080)	(11,700)	(13,900)
01-48-9-908	Transfer from Wat & Sew - Admin Transfer	(7,271)	(7,111)	(7,111)	(6,871)	(6,607)
01-48-9-941	Transfer from Grant Parking	(66,324)	(63,809)	(63,809)	(63,083)	(61,268)
<b>TOTAL TRANSFERS</b>		<b>(83,585)</b>	<b>(81,000)</b>	<b>(81,000)</b>	<b>(81,654)</b>	<b>(81,775)</b>
<b>TOTAL FUNCTION</b>		<b>2,926,095</b>	<b>2,685,186</b>	<b>2,821,737</b>	<b>2,527,498</b>	<b>2,333,675</b>
<b>TRANSFERS</b>		<b>83,585</b>	<b>81,000</b>	<b>81,000</b>	<b>81,654</b>	<b>81,775</b>
<b>GRAND TOTAL +/- TRANSFERS</b>		<b>3,009,680</b>	<b>2,766,186</b>	<b>2,902,737</b>	<b>2,609,152</b>	<b>2,415,450</b>

# **PUBLIC SAFETY RECEPTION & RECORDS**

## **SERVICES PROVIDED:**

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The Public Safety Reception & Records (P.S.R. & R.) budget provides funding for three full-time Records Clerks/Receptionists covering three shifts, twenty-four hours per day, while part-time clerks fill in for days off, vacations, holidays, etc. In addition to serving as receptionist to visitors/callers to the Fire and Police Departments, these employees handle the numerous clerical functions of the Police Department, including:

1. Processing of all tickets and arrests/court scheduling
2. Coding and computer entry of all investigative and crash reports
3. Collection and billing for alarm-related fees
4. Entry and maintenance of vehicle/animal tag records
5. Permit sales during Village Hall off-hours

Within their authority, they also address requests relating to special or unusual situations. Clerks make contact with Public Works Department personnel for emergencies such as water main breaks, sewer line blockages, emergency street repairs, snow and ice removal from streets, and downed trees during storms. As the only 24-hour-per-day, year-round on duty and open for business Village office, P.S.R. & R. either deals with or attempts to point residents toward solutions to problems that cannot wait until other Village offices are open. These Records Clerks are the main communication link for the Village and its residents when other Village offices are closed.

The Administrative Assistant to the Chief of Police supervises this function in addition to other duties.

## **FY11 ACHIEVEMENTS:**

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- The department's in-house software program has been upgraded to assure its continued efficiency for budget and vehicle tag record keeping.
- Software installation has been completed for the advent of local adjudication and training will be completed by the end of the fiscal year.
- The department has successfully answered an over two-fold increase in Freedom of Information Requests due in main part to the revision of the Act which took effective in 2010.

## **FY12 GOALS:**

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- Study the advisability of joining implementing the Cook County Circuit Court Clerk's electronic ticketing program.
- Continue effective records management and public contact as it contributes to the mission of the police department.
- Bring local adjudication into full function.

# PUBLIC SAFETY RECEPTION AND RECORDS

ACCOUNT #	PERSONAL SERVICES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b>Full-Time Salaries</b>						
01-50-1-534	Police Records Clerks	153,827	150,811	150,811	148,327	146,121
01-50-1-535	Administrative Assistant	57,048	55,929	55,929	55,065	53,688
	<b>TOTAL FULL-TIME SALARIES</b>	<b>210,875</b>	<b>206,740</b>	<b>206,740</b>	<b>203,392</b>	<b>199,809</b>
<b>Part-Time Salaries</b>						
01-50-1-591	Part-time Police Records Clerks supplement during vacation, sick leave, etc. 3500 hours	75,097	76,881	79,223	71,800	58,600
	<b>TOTAL PART-TIME SALARIES</b>	<b>75,097</b>	<b>76,881</b>	<b>79,223</b>	<b>71,800</b>	<b>58,600</b>
01-50-1-570	Sick Leave Buy Back	2,161	2,132	1,443	2,133	1,462
01-50-1-590	Overtime	7,586	3,735	7,437	7,258	15,112
	<b>TOTAL PERSONAL SERVICES</b>	<b>295,719</b>	<b>289,488</b>	<b>294,843</b>	<b>284,583</b>	<b>274,983</b>
<b>FRINGE BENEFITS</b>						
01-50-2-590	Health Insurance Premium	32,680	25,740	26,000	25,548	20,154
01-50-2-591	Life Insurance Premium	492	492	492	380	456
01-50-2-592	EAP and Wellness Incentive Programs	454	126	126	115	113
01-50-2-593	Unemployment Contributions	2,245	2,418	2,628	1,998	1,550
01-50-2-595	Village FICA Contributions	20,139	17,658	19,620	17,106	16,492
01-50-2-596	Village Medicare Contributions	4,453	3,970	4,315	4,000	3,857
01-50-2-597	Village IMRF Contributions	32,787	34,401	38,653	25,656	26,306
	<b>TOTAL FRINGE BENEFITS</b>	<b>93,250</b>	<b>84,805</b>	<b>91,834</b>	<b>74,804</b>	<b>68,928</b>
<b>CONTRACTUAL SERVICES</b>						
01-50-4-630	Professional Services (Partial E-Com Contract & Capital Contribution)*	97,737	99,501	99,501	65,535	95,757
01-50-4-635	Printing	0	0	0	0	0
01-50-4-636	Pre-employment Physicals	750	370	750	370	185
01-50-4-637	Telephone: Police and Fire Administrative Lines Cellular Telephones & Modems Verizon Cards	20,250	20,250	20,250	20,293	17,772
01-50-4-638	Advertising	325	325	325	0	0
01-50-4-640	IRMA-Workers Comp Premium	2,364	2,632	2,659	2,748	2,372
01-50-4-641	IRMA-Liability Premium	1,576	2,632	2,659	2,748	2,372
01-50-4-642	IRMA Insurance Deductible	500	500	500	0	0
	<i>*Capital Contribution not budgeted due to Capital Contribution Credit for FY08-09-10-11</i>					
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>123,502</b>	<b>126,211</b>	<b>126,644</b>	<b>91,693</b>	<b>118,458</b>

# PUBLIC SAFETY RECEPTION AND RECORDS

<u>ACCOUNT #</u>	<u>TRAINING</u>	<u>BUDGET</u> 11-12	<u>PROJ'D</u> 10-11	<u>BUDGET</u> 10-11	<u>ACTUAL</u> 09-10	<u>ACTUAL</u> 08-09
01-50-5-661	Training					
	Other training/needed	200	200	200	0	0
	<b>TOTAL TRAINING</b>	200	200	200	0	0
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	<b><u>MAINTENANCE</u></b>					
01-50-6-670	Office Equipment Maintenance	500	195	500	90	486
01-50-6-672	Computer Software Maintenance	191	191	275	278	283
01-50-6-673	Computer Network Maintenance	3,723	3,723	3,800	3,732	6,220
01-50-6-676	Radio System Maintenance	15,000	14,600	15,000	16,335	15,051
	<b>TOTAL MAINTENANCE</b>	19,414	18,709	19,575	20,434	22,040
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	<b><u>TRANSFERS</u></b>					
01-50-9-904	Transfer from Wat & Sew-FICA/Med/IMRF	(9,990)	(12,600)	(12,600)	(13,000)	(13,900)
01-50-9-908	Transfer from Wat & Sew-Admin Transfer	(41,148)	(37,250)	(37,250)	(36,726)	(40,356)
01-50-9-941	Transfer from Grant Parking Fund	(9,285)	(9,116)	(9,116)	(8,832)	(8,578)
	<b>TOTAL TRANSFERS</b>	(60,423)	(58,966)	(58,966)	(58,558)	(62,834)
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	<b>TOTAL FUNCTION</b>	471,662	460,447	474,130	412,956	421,575
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	<b>TRANSFERS</b>	60,423	58,966	58,966	58,558	62,834
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	<b>GRAND TOTAL +/- TRANSFERS</b>	532,085	519,413	533,096	471,514	484,409

## **BUDGET NOTES**

# FIRE DEPARTMENT

## SERVICES PROVIDED:

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It is the mission of the Flossmoor Fire Department to provide the residents of the Village of Flossmoor and the residents of the Sunnycrest Fire Protection District exceptional fire, emergency medical services, and rescue services in response to natural and man-made incidents involving our residents and those who call upon us.

The Flossmoor Fire Department will accomplish these services by providing a trained workforce, maintaining the resources entrusted to us in the highest state of readiness, and through education and fire prevention initiatives.

The services include, but are not limited to: Fire Suppression, Emergency Medical Services, Hazardous Mitigation, Fire Prevention Inspections, Public Education Safety Programs, Hazardous Material Problem Identification, and Fire Service Training. In addition, the members of the Flossmoor Volunteer Fire Department will sponsor five programs during the year that are directed to the children of the community. These programs are: Fourth of July parade, participation in the children's activities at Flossmoor Fest, an Open House during Fire Prevention Week, a Halloween Party, and the annual Visit with Santa during the holidays.

## FY11 ACHIEVEMENTS:

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- Work with the Village to identify/maximize revenue streams and reduce operating costs without negatively impacting services.  
**STATUS: Progressing.** Instituted car accident and specialized rescue services billing, medical billing RFP drafted, operations will be continually reviewed for cost cutting/revenue generating possibilities.
- Foster the volunteer membership and restructure our response to maximize efficiency and control operating costs.  
**STATUS: Complete.** The volunteer roster is full, and restructuring of ranks occurred to maximize efficiency and span-of-control.
- Continue with technology upgrades and enhancements in conjunction with E-Com.  
**STATUS: Progressing.** We have outlined operational challenges for the new ECOM Director. We look forward to solving these operational/technological issues with the assistance of the new Director and the continued pursuit of grant funding.
- Place new squad-pumper 1320 in service and restructure the equipment allocation in the technical rescue trailer.  
**STATUS: Complete.** Delivery of the new squad-pumper occurred in January 2011. The unit was placed in-service and rescue equipment was located and mounted to facilitate operational proficiency.

## FY12 GOALS:

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- Fill the Fire Department Assistant Chief and/or Training Administrator vacancies due to the retirement of the prior Assistant Chief and orientate the new appointee(s) to their duties.
- Specify, bid, and replace ambulance 1372.
- Continue to develop and mentor the volunteer membership. We have a young group that needs leadership and mentoring in order to retain the group, improve operational proficiency, and provide for safety and accountability within the volunteer corp.
- Specify, bid, and replace the fire department breathing air compressor.



# FIRE DEPARTMENT

ACCOUNT #	PERSONAL SERVICES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b>Full-Time Salaries</b>						
01-49-1-504	Department Secretary	49,725	48,750	48,750	47,735	46,212
01-49-1-526	Mechanic (5/45/50 Fire/Sts/Pol)	3,710	3,637	3,637	3,567	3,463
01-49-1-540	Chief (70/30 Fire/Ins. Services)	80,099	74,697	74,697	52,448	75,569
01-49-1-541	Assistant Fire Chief (50/50 Fire/Ins. Services)	51,379	41,388	50,372	50,546	47,279
01-49-1-542	Captain - Training Administrator (90/10 Fire/Ins. Serv	73,038	71,606	71,606	70,539	69,558
<b>TOTAL FULL-TIME SALARIES</b>		257,951	240,078	249,062	224,835	242,082
<b>Part-Time Salaries</b>						
01-49-1-544	Fire & Paramedic Volunteer Calls and Training	94,000	93,463	72,000	69,300	69,810
01-49-1-545	Paramedic Incentive Pay Paramedic and EMT-B Incentives	61,000	55,000	61,000	55,159	51,675
01-49-1-547	Duty Shift Pay Program	389,279	375,000	394,686	349,336	275,219
01-49-1-548	Officer Differential:					
	Captain Differential (2)	12,442	0	8,185	17,340	3,867
	Lieutenant Differential (4)	9,147	11,878	11,878		14,030
01-49-1-549	Public Information Assistants	0	0	2,851	2,788	2,694
01-49-1-550	Photography Coordinator	2,908	2,851	2,851	2,788	2,694
01-49-1-551	Safety Officer	2,908	0	2,851	0	0
01-49-1-591	Summer Help: Test hose, service and paint hydrants, etc.	15,000	14,387	15,000	15,053	14,810
<b>TOTAL PART-TIME SALARIES</b>		586,684	552,579	571,302	511,764	434,799
01-49-1-570	Sick Leave Buy Back	5,627	3,436	7,601	3,693	3,682
01-49-1-590	Overtime	518	500	899	770	189
<b>TOTAL PERSONAL SERVICES</b>		850,780	796,593	828,864	741,062	680,751
<b>FRINGE BENEFITS</b>						
01-49-2-590	Health Insurance Premium	57,190	57,915	58,500	41,438	44,572
01-49-2-591	Life Insurance Premium	633	633	633	448	593
01-49-2-592	EAP and Wellness Incentive Programs	454	126	126	115	113
01-49-2-593	Unemployment Contributions	9,429	6,447	7,008	7,993	6,198
01-49-2-595	Village FICA Contributions	51,467	43,164	47,960	43,493	39,898
01-49-2-596	Village Medicare Contributions	11,875	10,586	11,506	10,522	9,657
01-49-2-597	Village IMRF Contributions	9,836	8,600	9,663	7,302	5,864
01-49-2-598	Village Fire Pension Contributions	112,746	82,084	86,591	78,914	77,923
<b>TOTAL FRINGE BENEFITS</b>		253,630	209,555	221,987	190,225	184,818

# FIRE DEPARTMENT

<u>ACCOUNT #</u>	<u>COMMODITIES</u>	<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
01-49-3-601	Office Supplies	2,750	2,700	2,750	2,705	2,742
01-49-3-602	Books and Maps	1,000	1,200	867	1,019	274
01-49-3-603	Postage	700	675	1,000	674	665
01-49-3-605	Operating Supplies	2,875	2,875	2,875	2,315	1,802
01-49-3-607	Computer Equipment and Supplies	1,000	750	1,000	1,086	600
01-49-3-608	Petroleum Products	20,000	20,000	20,000	16,498	18,742
01-49-3-612	Uniforms and Related Supplies	16,000	16,000	16,000	15,949	15,741
01-49-3-613	Photography Supplies	500	1,000	1,000	1,386	47
01-49-3-615	Small Tools and Equipment	4,000	4,000	4,000	3,297	2,189
01-49-3-616	Cleaning Supplies	3,300	3,000	3,300	2,470	2,732
01-49-3-617	Hose and Pager Supplies	10,100	10,100	10,100	19,363	8,174
01-49-3-621	Communications Equipment	5,000	5,000	5,000	15,602	537
01-49-3-622	EMS Supplies and Equipment	3,000	3,000	3,000	2,778	2,729
<b>TOTAL COMMODITIES</b>		<b>70,225</b>	<b>70,300</b>	<b>70,892</b>	<b>85,142</b>	<b>56,974</b>
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<b><u>CONTRACTUAL SERVICES</u></b>						
01-49-4-630	Professional Services	4,000	13,000	4,000	33,686	3,696
01-49-4-634	Miscellaneous Services	3,000	3,000	3,000	2,136	2,818
01-49-6-635	Printing	1,100	1,000	1,100	1,112	621
01-49-4-636	Pre-employment Physicals	6,800	6,800	6,800	6,484	1,660
01-49-4-637	Telephone/Alpha Pagers	1,800	3,000	3,600	2,999	3,051
01-49-4-640	IRMA-Workers Comp Premium	2,364	50,010	50,515	46,713	44,787
01-49-4-641	IRMA-Liability Premium	3,940	5,265	5,318	27,478	26,346
01-49-4-642	IRMA Insurance Deductible	2,500	0	5,000	0	0
01-49-4-648	Special Response Team	4,100	3,500	3,500	3,995	3,346
01-49-4-650	Contract Personnel	432,653	424,965	435,654	419,234	408,605
01-49-4-656	Ambulance Collection Services	18,000	17,600	18,000	15,968	16,360
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>480,257</b>	<b>528,140</b>	<b>536,487</b>	<b>559,805</b>	<b>511,290</b>
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<b><u>TRAINING AND CONFERENCES</u></b>						
01-49-5-660	Dues and Subscriptions: Int'l Fire Chief's Association National Fire Protection Association Third District Chiefs' Association & various fire-related associations	2,750	2,750	2,750	1,718	2,347
01-49-5-661	Training: Int'l Chiefs' Conference, Nat'l Fire Academy IL Firefighters Conference (Fire Chief) Misc. seminars for volunteers	6,800	6,800	6,800	3,052	5,687
01-49-5-662	Physical Fitness and Innoculations	23,600	12,000	23,600	908	720
01-49-5-663	Tuition and Fees	31,690	28,000	31,690	14,322	7,518
01-49-5-664	Training Materials: Programs, materials, equipment, guest experts, etc.	10,500	3,500	3,500	3,555	2,274
<b>TOTAL TRAINING AND CONFERENCES</b>		<b>75,340</b>	<b>53,050</b>	<b>68,340</b>	<b>23,555</b>	<b>18,546</b>

# FIRE DEPARTMENT

ACCOUNT #	MAINTENANCE	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
01-49-6-670	Office Equipment Maintenance	1,000	1,000	1,000	509	423
01-49-6-671	Vehicle Maintenance	12,000	12,000	7,800	9,130	6,880
01-49-6-672	Computer Software Maintenance	2,800	952	2,800	2,189	1,902
01-49-6-673	Computer Network and Hardware Maintenance	9,500	11,136	9,500	8,773	15,015
01-49-6-674	Equipment Maintenance and Supplies	25,000	30,000	21,000	22,400	25,333
01-49-6-675	EMS Equipment Maintenance	1,000	1,000	1,000	929	1,173
<b>TOTAL MAINTENANCE</b>		<b>51,300</b>	<b>56,088</b>	<b>43,100</b>	<b>43,930</b>	<b>50,726</b>
<b>CAPITAL OUTLAY/NON-OPERATING</b>						
01-49-7-724	FEMA Fire Assistance Grant Purchases	0	22,925	21,062	45,386	0
01-49-7-725	Fire Station Security Monitors	0	0	0	0	0
01-49-7-726	Fire Apparatus Headsets	0	0	0	0	12,224
01-49-7-727	Shared Backup Ambulance	0	0	0	0	2,626
01-49-7-728	Air Pack Seat Replacements	7,400	7,000	7,000	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>7,400</b>	<b>29,925</b>	<b>28,062</b>	<b>45,386</b>	<b>14,850</b>
<b>TRANSFERS</b>						
01-49-9-904	Transfer from Water and Sewer - FICA/Med/IMRF	(13,320)	(15,120)	(15,120)	(14,300)	(15,290)
01-49-9-908	Transfer from Water and Sewer - Admin. Transfer	(42,009)	(44,171)	(44,171)	(41,362)	(36,560)
<b>TOTAL TRANSFERS</b>		<b>(55,329)</b>	<b>(59,291)</b>	<b>(59,291)</b>	<b>(55,662)</b>	<b>(51,850)</b>
<b>TOTAL FUNCTION</b>		<b>1,733,603</b>	<b>1,684,360</b>	<b>1,738,441</b>	<b>1,633,443</b>	<b>1,466,105</b>
<b>TRANSFERS</b>		<b>55,329</b>	<b>59,291</b>	<b>59,291</b>	<b>55,662</b>	<b>51,850</b>
<b>GRAND TOTAL +/- TRANSFERS</b>		<b>1,788,932</b>	<b>1,743,651</b>	<b>1,797,732</b>	<b>1,689,105</b>	<b>1,517,955</b>

# INSPECTIONAL SERVICES

## SERVICES PROVIDED:

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The Division of Inspectional Services is the primary resource center for information, permits and inspections needed by residents, developers and contractors to build, maintain, remodel, or develop their property. The Division correlates the numerous requirements, restrictions and contingencies that affect different properties in Flossmoor.

Day-to-day operations involve assisting residents, contractors, developers, and others over the phone and in person. Coordination of the permit review and construction process is also a daily function of the Division. A timely review of construction plans must be coordinated with various inspectors. Construction permits are prepared, and the permit fees are calculated and collected. Throughout the construction process, Division personnel inspect the properties and communicate their findings to the contractor, builder or owner. The Division ensures that all occupancy requirements are met and approvals are granted prior to releasing a Certificate of Occupancy.

Additionally, contracts for services such as health and elevator inspections are administered. Administrative assistance is also provided to planning and zoning functions.

## FY11 ACHIEVEMENTS:

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- Continue to evaluate the relationship between the Flossmoor Building Code and the model codes.  
**STATUS:** Progressing. This is a continual process that will continue into FY12.
- Work with the computer consultant to ensure that we are utilizing the permit program to its full capacity. Determine what additional reports or tasks can be accomplished utilizing the property information and permit information that has been entered into the computer.  
**STATUS:** Progressing. Due to the decrease in construction in the Village, anticipated use of the consultant is less. We expect to decrease this level of service to a maintenance only through the budget process and enhance the software on an as needed bases.
- Orientate the Fire Prevention Officer in Inspectional Services and begin file integration between Fire Department prevention files and Inspectional Services commercial address files.  
**STATUS:** Completed. The Fire Prevention Officer is fully trained and has completed the file integration work.

## FY12 GOALS:

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- Orientate the new incoming Director of Inspectional Services.
- Maintain the current level of services provided to the community during the transition of the Director position.
- Reevaluate the elevator inspection program including services provided by elevator inspection contractors through the RFP process. As the State has updated the elevator codes, the amount of Village oversight has increased. This makes this reevaluation timely and in the Village's best interest.

# FIRE DEPARTMENT

## DIVISION OF INSPECTIONAL SERVICES

ACCOUNT #	PERSONAL SERVICES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b>Full-Time Salaries</b>						
01-53-1-504	Department Secretary (50/50 Ins.Svc./P&Z)	0	0	0	0	0
01-53-1-507	Building and Zoning Coordinator (50/50 Ins.Svc./P&Z)	26,848	26,322	26,322	25,564	24,405
01-53-1-540	Fire Chief (30/70 Ins.Svc./Fire)	34,328	32,012	32,012	22,478	32,463
01-53-1-541	Assistant Fire Chief (50/50 Ins.Svc./Fire)	51,379	41,388	50,372	50,545	47,279
01-53-1-542	Captain - Training Administrator (10/90 Ins.Svc./Fire)	8,115	7,956	7,956	7,838	7,729
<b>TOTAL FULL-TIME SALARIES</b>		120,670	107,678	116,662	106,425	111,876
<b>Part-Time Salaries</b>						
01-53-1-514	Temporary Assistance	4,322	4,237	4,237	4,418	4,358
01-53-1-560	Structural Code Administrator	7,000	4,500	7,000	5,521	6,896
01-53-1-561	Electrical Code Administrator	8,000	8,000	8,000	8,183	8,338
01-53-1-562	Plumbing Code Administrator	6,000	3,800	6,000	5,006	6,823
01-53-1-563	Elevator Inspector	0	0	0	0	0
01-53-1-564	Sanitarian Health Inspector	0	0	0	0	0
01-53-1-565	Building Inspector - Fire	4,985	4,403	6,603	4,025	5,151
01-53-1-566	Building Inspector - Non-Fire	5,250	3,000	1,000	1,377	201
<b>TOTAL PART-TIME SALARIES</b>		35,557	27,940	32,840	28,530	31,768
01-53-1-570	Sick Leave Buy Back	1,004	0	984	686	805
01-53-1-590	Overtime	261	0	256	0	0
<b>TOTAL PERSONAL SERVICES</b>		157,492	135,618	150,742	135,641	144,448
<b>FRINGE BENEFITS</b>						
01-53-2-590	Health Insurance Premium	16,340	12,870	13,000	11,679	10,077
01-53-2-591	Life Insurance Premium	141	141	141	95	114
01-53-2-592	EAP and Wellness Incentive Programs	114	32	32	29	28
01-53-2-593	Unemployment Contributions	898	806	876	799	775
01-53-2-595	Village FICA Contributions	8,951	9,810	10,900	8,092	8,690
01-53-2-596	Village Medicare Contributions	2,227	1,985	2,157	1,893	2,049
01-53-2-597	Village IMRF Contributions	3,279	2,867	3,221	2,937	2,778
<b>TOTAL FRINGE BENEFITS</b>		31,950	28,511	30,327	25,524	24,511

# FIRE DEPARTMENT DIVISION OF INSPECTIONAL SERVICES

ACCOUNT #		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		11-12	10-11	10-11	09-10	08-09
<b>COMMODITIES</b>						
01-53-3-601	Office Supplies	800	450	800	800	774
01-53-3-602	Books and Maps	1,250	1,250	1,250	1,128	957
01-53-3-603	Postage	650	650	650	477	473
01-53-3-606	Office Equipment	900	0	1,200	889	8
01-53-3-607	Computer Equipment and Supplies	700	0	1,010	628	300
01-53-3-612	Uniforms & Related Supplies	250	250	250	0	47
<b>TOTAL COMMODITIES</b>		4,550	2,600	5,160	3,922	2,559
<b>CONTRACTUAL SERVICES</b>						
01-53-4-630	Professional Services	300	300	300	0	0
01-53-4-635	Printing	780	450	780	608	288
01-53-4-636	Pre-employment Physicals	367	0	367	0	0
01-53-4-637	Telephone	500	500	500	396	367
01-53-4-640	IRMA-Workers Comp Premium	2,364	2,630	2,630	2,748	2,372
01-53-4-641	IRMA-Liability Premium	1,576	2,630	2,630	2,748	2,372
01-53-4-642	IRMA Insurance Deductible	138	0	138	0	0
01-53-4-645	Architectural Advisory Review	1,000	800	1,000	600	300
01-53-4-658	Elevator Inspection Services	1,728	1,728	1,728	1,744	1,408
01-53-4-659	Sanitarian Inspection Services	2,880	2,880	2,880	3,240	2,640
<b>TOTAL CONTRACTUAL SERVICES</b>		11,633	11,918	12,953	12,084	9,747
<b>TRAINING AND CONFERENCES</b>						
01-53-5-660	Dues and Subscriptions:	500	600	500	465	554
01-53-5-661	Training	1,200	1,000	800	165	0
01-53-5-663	Tuition and Fees	700	225	250	0	0
<b>TOTAL TRAINING AND CONFERENCES</b>		2,400	1,825	1,550	630	554
<b>MAINTENANCE</b>						
01-53-6-670	Office Equipment Maintenance	1,150	450	1,150	636	388
01-53-6-672	Computer Software Maintenance	1,600	1,025	2,600	2,189	2,600
01-53-6-673	Computer Network and Hardware Maintenance	750	704	1,046	1,201	1,977
<b>TOTAL MAINTENANCE</b>		3,500	2,179	4,796	4,026	4,965



# FIRE DEPARTMENT DIVISION OF INSPECTIONAL SERVICES

<u>ACCOUNT #</u>		BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<u>TRANSFERS</u>						
01-53-9-904	Transfer from Water and Sewer - FICA/Med/IMRF	(3,330)	(3,780)	(3,780)	(3,900)	(4,170)
01-53-9-908	Transfer from Water and Sewer - Admin Transfer	(13,837)	(13,644)	(13,644)	(13,539)	(12,436)
TOTAL TRANSFERS		(17,167)	(17,424)	(17,424)	(17,439)	(16,606)
TOTAL FUNCTION		194,358	165,227	188,104	164,388	170,178
TRANSFERS		17,167	17,424	17,424	17,439	16,606
GRAND TOTAL +/- TRANSFERS		211,525	182,651	205,528	181,827	186,784

# **PUBLIC WORKS ADMINISTRATION**

## **SERVICES PROVIDED:**

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The Public Works Administration budget allocates funding for numerous functions involved in managing the Public Works Department and associated services. In addition to managing and coordinating the everyday functions of the Department, the Public Works Administration of the Department is also responsible for engineering, Division of Inspectional Services support through plan review and field inspections, management of all public works contracts, ordinance enforcement as it applies to Public Works, budgeting, departmental expenditures, personnel management, and project and program development.

## **FY11 ACHIEVEMENTS:**

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- Coordinated with Illinois Department of Transportation (IDOT) on final engineering for the relocation of water and sanitary sewer main in conflict with the Dixie Highway Bridge Rehabilitation Project.
- As part of the American Recovery and Reinvestment Act, the Village received stimulus funds from the State of Illinois for the resurfacing of Flossmoor Road from Western Avenue to Dixie Highway.
- As part of the Illinois Department of Transportation's Emergency Repair Program, the Village received funding for the resurfacing of Flossmoor Road from Governor's Highway to Sterling Avenue.
- Completed the Crawford Avenue Water Main North Relocation and Water System Automation Project. Both projects were partially funded through an Army Corps of Engineers Section 219 Grant.
- Continued compliance with the Illinois Environmental Protection Agency's NPDES Phase II requirements.
- Worked with Cook County and the Metropolitan Water Reclamation District officials during the review period for the new County Stormwater Management Ordinance and on the implementation of the County Watershed Management Plan.
- Completed the 198<sup>th</sup> Street TIF Infrastructure Improvements.
- Coordinated the off-site utility improvements for the CVS Pharmacy and Alliance Medical Building developments.

## **FY12 GOALS:**

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- Continue to protect the Village's interest in the development and construction of public and quasi-public improvements throughout the Village.
- Continue to explore funding sources for replacement of 84 decorative lights for the Central Business District.
- Continue to pursue funding through the Illinois Environmental Protection Agency for the Phase IV Sanitary Sewer Rehabilitation Project.
- Investigate the potential water main extension from BP Amoco to 198<sup>th</sup> Street along Crawford Avenue.
- Finalize the Brookwood Bridge Deck reconstruction engineering. Investigate potential grant funding for actual construction.

# PUBLIC WORKS ADMINISTRATION

ACCOUNT #	PERSONAL SERVICES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b>Full-Time Salaries</b>						
01-55-1-580	Public Works Director	110,744	116,190	114,694	109,610	109,102
01-55-1-504	Department Secretary	49,725	48,750	48,750	48,099	47,314
01-55-1-582	Public Works Technician (50/50 PWAdm/Sts)	36,746	36,025	36,025	35,019	34,416
<b>TOTAL FULL-TIME SALARIES</b>		197,215	200,965	199,469	192,728	190,832
01-55-1-514	Temporary Assistance	3,838	3,800	1,923	3,836	3,875
01-55-1-570	Sick Leave Buy Back	2,328	2,810	2,282	2,589	80
01-55-1-590	Overtime	524	514	514	0	0
<b>TOTAL PERSONAL SERVICES</b>		203,905	208,089	204,188	199,153	194,787
<b>FRINGE BENEFITS</b>						
01-55-2-590	Health Insurance Premium	73,530	57,915	58,500	51,525	45,347
01-55-2-591	Life Insurance Premium	703	633	633	494	593
01-55-2-592	EAP and Wellness Incentive Programs	341	95	95	86	85
01-55-2-593	Unemployment Contributions	1,347	1,612	1,752	1,199	1,162
01-55-2-595	Village FICA Contributions	13,426	11,772	13,080	11,580	11,135
01-55-2-596	Village Medicare Contributions	2,969	3,308	3,596	2,883	2,762
01-55-2-597	Village IMRF Contributions	29,508	28,668	32,211	23,446	21,990
<b>TOTAL FRINGE BENEFITS</b>		121,824	104,003	109,867	91,213	83,074
<b>COMMODITIES</b>						
01-55-3-601	Office Supplies	1,200	1,200	1,200	942	961
01-55-3-602	Books and Maps					
	reproductions & purchases	350	350	350	45	118
01-55-3-603	Postage	1,800	1,800	1,800	1,731	1,730
01-55-3-605	Operating Supplies	1,000	1,000	1,000	581	321
01-55-3-606	Office Equipment	800	400	800	0	31
01-55-3-607	Computer Equipment and Supplies	800	800	800	253	719
01-55-3-608	Petroleum Products	2,400	2,400	2,400	1,493	1,997
<b>TOTAL COMMODITIES</b>		8,350	7,950	8,350	5,045	5,876
<b>CONTRACTUAL SERVICES</b>						
01-55-4-630	Professional Services				90,191	68,969
	Consulting Engineers	27,500	61,230	20,000		0
	CAD Mapping Services	0	0	0		0
	Wetlands/Detention Maintenance	2,500	0	2,500		0
	Pass Through Engineering	4,000	13,190	4,000		0
	NPDES Permit Fee	1,000	1,000	1,000		0
01-55-4-635	Printing	350	350	350	405	865
01-55-4-636	Pre-employment Physicals	1,100	500	1,100	0	997
01-55-4-637	Telephone	15,000	15,000	15,000	19,779	18,290
01-55-4-640	IRMA-Workers Comp Premium	2,364	2,632	2,659	2,748	2,372
01-55-4-641	IRMA-Liability Premium	1,576	2,632	2,659	2,748	21,350
01-55-4-642	IRMA Insurance Deductible	138	138	138	0	0
01-55-4-647	CDL Drug & Alcohol Testing	1,000	550	1,000	295	425
<b>TOTAL CONTRACTUAL SERVICES</b>		56,528	97,223	50,406	116,166	113,269

# PUBLIC WORKS ADMINISTRATION

<u>ACCOUNT #</u>	<u>TRAINING</u>	<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
01-55-5-660	Dues and Subscriptions	400	650	400	680	685
	APWA, II Soc. Prof. Eng., etc.					
01-55-5-661	Training	1,700	1,250	1,700	276	514
	APWA Conf. & Misc. Sem.					
<b>TOTAL TRAINING</b>		2,100	1,900	2,100	956	1,199
<b>MAINTENANCE</b>						
01-55-6-670	Office Equipment Maintenance	1,400	1,000	1,400	491	1,192
01-55-6-671	Vehicle Maintenance and Supplies	400	200	400	0	0
01-55-6-672	Computer Software Maintenance	3,250	1,000	3,250	1,204	282
01-55-6-673	Computer Network Maintenance	3,000	3,161	3,000	2,297	4,155
<b>TOTAL MAINTENANCE</b>		8,050	5,361	8,050	3,992	5,629
<b>CAPITAL OUTLAY/NON-OPERATING</b>						
01-55-7-737	Phase 2 Storm Sewer Engineering	0	0	0	3,532	73,974
01-55-7-738	Phase 2 Storm Sewer Construction	0	0	0	540,381	548,586
01-55-7-757	Citizen Request/Work Order Software	0	0	0	0	3,650
01-55-7-758	CBD Street Lights - Engineering	50,000	0	0	0	0
01-55-7-759	CBD Street Lights - Replacement	450,000	0	0	0	0
01-55-7-760	Brookwood Bridge - Engineering	15,000	0	15,000	0	0
01-55-7-761	Brookwood Bridge - Reconstruction	0	0	0	0	0
01-55-7-762	CBD Streetscape Improvements	0	0	0	0	0
01-55-7-763	IEPA Phase 4 Loan Prep Expenses	0	0	0	90,445	1,695
01-55-7-764	IEPA Phase 4 Design Engineering	0	0	0	107,687	7,597
01-55-7-765	Flossmoor Road Resurfacing	0	230,644	275,524	0	0
<b>TOTAL CAPITAL OUTLAY</b>		515,000	230,644	290,524	742,044	635,502
<b>TRANSFERS</b>						
01-55-9-904	Transfer from Wat & Sew-FICA/Med/IMRF	(8,880)	(10,080)	(10,080)	(10,400)	(11,120)
01-55-9-908	Transfer from Wat & Sew-Admin Transfer	(175,346)	(170,179)	(170,179)	(159,026)	(145,662)
01-55-9-909	Transfer to Sanitary Sewer Rehab	0	0	0	0	0
01-55-9-941	Transfer from Grant Parking	(3,980)	(5,208)	(5,208)	(5,047)	(3,676)
<b>TOTAL TRANSFERS</b>		(188,206)	(185,467)	(185,467)	(174,473)	(160,458)
<b>TOTAL FUNCTION</b>		727,551	469,703	488,018	984,096	878,877
<b>TRANSFERS</b>		188,206	185,467	185,467	174,473	160,458
<b>GRAND TOTAL +/- TRANSFERS</b>		915,757	655,170	673,485	1,158,569	1,039,335

\* To be reimbursed by CCHD

## **BUDGET NOTES**

# BUILDING MAINTENANCE

## **SERVICES PROVIDED:**

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The Building Maintenance budget is designed to allocate funding for the routine operation and maintenance of the Village Hall, Fire Department, Police Department, and Public Works buildings including utility charges, scavenger service and numerous commodities such as cleaning products, paper products, light bulbs, air filters, etc. Maintenance contracts for the Heating and Air Conditioning System (HVAC), cleaning services and the elevator are also funded through the Building Maintenance budget.

As part of the Capital Equipment Fund, the Village reserves funds for replacement items such as carpeting, painting and other significant maintenance items. Contributions to this fund are based on the life expectancy and replacement costs of various items and systems. It is designed to provide that when each item or system needs to be replaced or rehabilitated, funding will be available.

## **FY11 ACHIEVEMENTS:**

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- Completed scheduled interior painting at Village Hall.
- Awarded a new competitively bid janitorial services contract to Best Quality Cleaning Company.
- Continue to maintain the fire alarm and suppression system throughout the Village Hall and Public Works Facility.

## **FY12 GOALS:**

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- Continue Village Hall scheduled maintenance program by contracting for additional interior/exterior painting.
- Continue with upgraded landscape maintenance practices to further enhance the appearance of the Village Hall.
- Enhance interior maintenance to keep up with increased usage.
- Research and investigate the potential replacement of the Village Hall boiler.
- Complete pavement patching on the Public Works Facility parking lot.



# BUILDING MAINTENANCE

<u>ACCOUNT #</u>	<u>COMMODITIES</u>	<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
01-67-3-605	Operating Supplies					
	Light Bulbs, etc.	10,000	8,000	10,000	6,977	9,743
01-67-3-615	Small Tools and Equipment	150	300	150	0	45
01-67-3-616	Cleaning Supplies	4,440	4,440	4,440	4,520	5,057
01-67-3-620	Repair Supplies	2,200	2,200	2,200	1,786	1,802
	<b>TOTAL COMMODITIES</b>	<b>16,790</b>	<b>14,940</b>	<b>16,790</b>	<b>13,283</b>	<b>16,646</b>
<hr/>						
	<b><u>CONTRACTUAL SERVICES</u></b>					
01-67-4-630	Cleaning Service	20,325	16,500	20,325	17,002	14,276
01-67-4-634	Miscellaneous Services	10,875	10,875	10,875	9,465	10,640
01-67-4-649	Water and Sewer Services	10,000	10,000	10,000	8,604	9,237
01-67-4-653	Gas, Energy/Pumps and Heating	20,000	20,000	20,000	24,300	10,901
01-67-4-654	Scavenger and Disposal Service	2,000	2,000	2,000	2,566	2,577
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>63,200</b>	<b>59,375</b>	<b>63,200</b>	<b>61,936</b>	<b>47,632</b>
<hr/>						
	<b><u>MAINTENANCE</u></b>					
01-67-6-678	Building Repairs	3,000	2,600	3,000	1,224	1,023
01-67-6-679	General and Concrete Repairs				0	224
	Center and Buildings	1,500	1,050	1,500		0
	Concrete Repairs	1,000	550	1,000		0
01-67-6-680	Maintenance Contracts				32,601	27,514
	Village Hall Elevator	3,500	3,000	3,500		0
	Village Hall HVAC System	22,099	22,000	22,099		0
	Electrical Improvements	765	1,600	765		0
	Other Heating Equip. Maint.	600	600	600		0
	Fire System Maint. Alarms/Sprinklers	1,500	1,500	1,500		0
	Annual Carpet Maintenance	4,000	2,000	4,000		0
	Hard Surface Floor Maintenance	2,500	1,000	2,500		0
	<b>TOTAL MAINTENANCE</b>	<b>40,464</b>	<b>35,900</b>	<b>40,464</b>	<b>33,825</b>	<b>28,761</b>
<hr/>						
	<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>					
01-67-7-755	Village Hall Server Room	0	0	0	0	10,274
01-67-7-756	Village Hall Sign Modification	0	0	0	0	4,500
01-67-7-757	Village Hall Lighting Upgrade	0	0	0	0	29,530
01-67-7-758	1117 Berry Lane Purchase	0	115,000	115,000	0	0
	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>115,000</b>	<b>115,000</b>	<b>0</b>	<b>44,304</b>

# BUILDING MAINTENANCE

ACCOUNT #		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		11-12	10-11	10-11	09-10	08-09
	<b>TRANSFERS</b>					
01-67-9-908	Transfer from Water and Sewer Fund	(12,045)	(11,245)	(11,245)	(14,995)	(11,245)
	<b>TOTAL TRANSFERS</b>	(12,045)	(11,245)	(11,245)	(14,995)	(11,245)
	<b>TOTAL FUNCTION</b>	108,409	213,970	224,209	94,049	126,098
	<b>TRANSFERS</b>	12,045	11,245	11,245	11,245	11,245
	<b>GRAND TOTAL +/- TRANSFERS</b>	120,454	225,215	235,454	105,294	137,343

## **BUDGET NOTES**

# STREETS AND GROUNDS

## **SERVICES PROVIDED:**

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The Streets and Grounds budget is designed to allocate funding for the routine operation and maintenance of Village streets, parkways, traffic islands, parkway trees, and the grounds that encompass Village-owned buildings and utilities. In addition, special horticulture, rotational tree trimming and vacant lot mowing programs are included in this budget.

## **FY11 ACHIEVEMENTS:**

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- Completed rotational tree trimming in the west section of the Flossmoor Hills and the entire Highlands neighborhoods.
- Coordinated set-up and clean-up for Flossmoor Fest.
- Coordinated set-up and clean-up for Winterfest.
- Completed in-house landscaping and clean-up, including removal of old trees at the Village Hall, South Commuter Parking Lot, and Central Drive Parking Lot.
- Completed two Share-The-Cost Tree Planting Programs.
- Increased street sweeping during the fall "leaf season". Number of complete sweeps of the community has gone from four to seven during warmer months and from three to five during leaf season.

## **FY12 GOALS:**

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- Continue enhanced CBD maintenance program at a high level of daily maintenance and attention to appearance.
- Continue working to enhance the maintenance and appearance of numerous traffic islands, commuter lots, and other Village-owned landscaped areas.
- Begin the rotational tree trimming in the Old Flossmoor neighborhood.
- Continue Share-the-Cost Tree Planting Program for spring and fall plantings.
- Continue regular inspections and increase public awareness regarding the Emerald Ash Borer Beetle.
- Continue to provide all maintenance activities for the annual Flossmoor Fest.
- Continue to comply with the new MUTCD sign regulations.
- Update the pedestrian crosswalk striping in the Central Business District.

# STREETS AND GROUNDS

## GENERAL OPERATING PROGRAM

ACCOUNT #	PERSONAL SERVICES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b>Full-Time Salaries</b>						
01-60-1-526	Mechanic (45/5/50 Sts/Fire/Pol)	33,371	32,717	32,717	32,105	31,169
01-60-1-581	Assistant Public Works Director	82,032	44,549	97,560	91,461	83,724
01-60-1-582	Public Works Technician (50/50 Sts/PW Adm)	36,746	36,025	36,025	35,018	34,416
01-60-1-583	Foremen (2)	138,555	136,147	136,147	131,800	127,689
01-60-1-584	Utilities Maintenance Technician	67,470	66,147	66,147	65,759	63,507
01-60-1-585	Maintenance Workers (6)	364,434	356,315	356,315	345,129	313,184
01-60-1-589	Pager Compensation	2,920	2,920	2,920	2,920	2,928
<b>TOTAL FULL-TIME SALARIES</b>		<b>725,528</b>	<b>674,820</b>	<b>727,831</b>	<b>704,192</b>	<b>656,617</b>
<b>Part-Time Salaries</b>						
01-60-1-592	Temporary Mechanic	27,000	23,330	27,000	26,114	21,746
<b>TOTAL PART-TIME SALARIES</b>		<b>27,000</b>	<b>23,330</b>	<b>27,000</b>	<b>26,114</b>	<b>21,746</b>
01-60-1-570	Sick Leave Buy Back	1,652	377	1,620	2,587	904
01-60-1-590	Overtime (Reg. employees)	11,223	11,003	11,003	7,873	8,576
<b>TOTAL PERSONAL SERVICES</b>		<b>765,403</b>	<b>709,530</b>	<b>767,454</b>	<b>740,766</b>	<b>687,844</b>
<b>FRINGE BENEFITS</b>						
01-60-2-590	Health Insurance Premium	163,400	122,265	123,500	117,606	98,126
01-60-2-591	Life Insurance Premium	1,265	1,195	1,195	950	1,150
01-60-2-592	EAP and Wellness Incentive Programs	1,193	332	332	317	310
01-60-2-593	Unemployment Contributions	8,531	8,059	8,760	7,993	7,360
01-60-2-595	Village FICA Contributions	58,178	52,976	58,862	48,024	46,494
01-60-2-596	Village Medicare Contributions	12,617	11,908	12,944	11,231	10,892
01-60-2-597	Village IMRF Contributions	121,310	94,603	106,296	87,804	78,836
<b>TOTAL FRINGE BENEFITS</b>		<b>366,494</b>	<b>291,339</b>	<b>311,889</b>	<b>273,925</b>	<b>243,168</b>
<b>COMMODITIES</b>						
01-60-3-601	Office Supplies	600	600	600	351	231
01-60-3-605	Operating Supplies	3,450	3,450	3,450	3,423	3,409
01-60-3-608	Petroleum Products	15,000	15,000	15,000	16,589	18,840
01-60-3-612	Uniforms and Related Supplies	2,650	2,650	2,650	1,885	1,231
01-60-3-615	Small Tools and Equipment	4,450	4,000	4,450	3,376	5,795
01-60-3-618	Safety Equipment and Supplies	2,450	2,000	2,450	1,552	2,485
<b>TOTAL COMMODITIES</b>		<b>28,600</b>	<b>27,700</b>	<b>28,600</b>	<b>27,176</b>	<b>31,990</b>

# STREETS AND GROUNDS

<u>ACCOUNT #</u>	<u>CONTRACTUAL</u>	<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
01-60-4-630	Professional Services	1,000	1,000	1,000	1,332	750
01-60-4-636	Pre-employment Physicals	5,000	3,000	5,000	2,168	4,780
01-60-4-638	Advertising	2,000	2,000	2,000	3,118	1,653
01-60-4-640	IRMA-Workers Comp Premium	16,547	26,321	26,587	30,226	29,654
01-60-4-641	IRMA-Liability Premium	14,182	31,586	31,905	4,122	3,560
01-60-4-642	IRMA Insurance Deductible	2,614	2,974	2,614	4,219	6,373
01-60-4-650	Spoil Disposal	10,000	5,500	10,000	4,435	3,380
01-60-4-651	Equipment Rental	600	600	600	0	0
01-60-4-652	Share the Cost Tree Program	16,680	11,582	16,680	10,319	12,845
01-60-4-657	J.U.L.I.E. One-Call	400	400	400	469	367
01-60-4-632	Street Sweeping	20,000	20,000	20,000	17,711	0
<b>TOTAL CONTRACTUAL</b>		<b>89,023</b>	<b>104,963</b>	<b>116,786</b>	<b>78,119</b>	<b>63,361</b>
<b><u>TRAINING AND CONFERENCES</u></b>						
01-60-5-660	Dues and Subscriptions	500	150	150	30	60
01-60-5-661	Training: Miscellaneous Training and Seminars	1,000	700	700	563	123
<b>TOTAL TRAINING AND CONFERENCES</b>		<b>1,500</b>	<b>850</b>	<b>850</b>	<b>593</b>	<b>183</b>
<b><u>MAINTENANCE</u></b>						
01-60-6-671	Maintenance and Supplies	9,000	9,000	9,000	8,409	9,766
01-60-6-676	Radio System Maintenance	400	400	400	39	0
01-60-6-677	Repairs	2,505	2,100	2,505	7,660	3,189
01-60-6-678	Contract Landscape Maintenance	31,415	21,087	31,415	31,220	32,232
01-60-6-681	Art Program Maintenance	500	500	500	0	8
01-60-6-682	CBD Flags	1,500	1,500	1,500	1,138	1,358
<b>TOTAL MAINTENANCE</b>		<b>45,320</b>	<b>34,587</b>	<b>45,320</b>	<b>48,466</b>	<b>46,552</b>
<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>						
01-60-7-704	Traffic Island Beautification	0	0	0	3,380	13,417
01-60-7-705	LCC Salt Treating and Storage System	0	0	0	14,727	0
01-60-7-753	Oil Containment System	0	0	0	0	6,794
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>18,107</b>	<b>20,211</b>
<b><u>TRANSFERS</u></b>						
01-60-9-904	Transfer from Water & Sewer - FICA/Med/IMRF	(31,080)	(36,540)	(36,540)	(37,700)	(38,920)
01-60-9-908	Transfer from Water & Sewer - Admin Transfer	(508,551)	(465,564)	(465,564)	(444,927)	(426,678)
01-60-9-941	Transfer from Grant Parking	(15,918)	(15,626)	(15,626)	(15,140)	(15,930)
<b>TOTAL TRANSFERS</b>		<b>(555,549)</b>	<b>(517,730)</b>	<b>(517,730)</b>	<b>(497,767)</b>	<b>(481,528)</b>
<b>TOTAL GENERAL OPERATING PROGRAM</b>		<b>740,791</b>	<b>651,239</b>	<b>753,169</b>	<b>689,385</b>	<b>611,783</b>



# STREETS AND GROUNDS

		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		11-12	11-12	10-11	09-10	08-09
<b>SNOW AND ICE CONTROL</b>						
<b>PERSONAL SERVICES</b>						
<b>Part-Time Salaries</b>						
01-61-1-592	Temporary Employees	720	1,000	720	280	405
<b>TOTAL PART-TIME SALARIES</b>		720	1,000	720	280	405
01-61-1-590	Overtime (Reg. employees)	13,758	13,488	13,488	15,918	21,391
<b>TOTAL PERSONAL SERVICES</b>		14,478	14,488	14,208	16,198	21,796
<b>FRINGE BENEFITS</b>						
01-61-2-595	Village FICA Contributions	2,238	1,962	2,180	970	1,133
01-61-2-596	Village Medicare Contributions	742	661	719	227	265
01-61-2-597	Village IMRF Contributions	3,279	2,867	3,221	2,164	2,023
<b>TOTAL FRINGE BENEFITS</b>		6,259	5,490	6,120	3,362	3,421
<b>COMMODITIES</b>						
01-61-3-615	Small Tools and Equipment	250	250	250	200	430
<b>TOTAL COMMODITIES</b>		250	250	250	200	430
<b>MAINTENANCE</b>						
01-61-6-677	Program Maintenance	2,745	2,745	2,745	2,380	2,817
<b>TOTAL MAINTENANCE</b>		2,745	2,745	2,745	2,380	2,817
<b>TRANSFERS</b>						
01-61-9-904	Transfer from Water & Sewer - FICA/Med/IMRF	(1,110)	(1,260)	(1,260)	(1,300)	0
<b>TOTAL TRANSFERS</b>		(1,110)	(1,260)	(1,260)	(1,300)	0
<b>TOTAL SNOW AND ICE PROGRAM</b>		22,622	21,713	22,063	20,840	28,464

# STREETS AND GROUNDS

		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		11-12	10-11	10-11	09-10	08-09
<b>HORTICULTURE MAINTENANCE</b>						
<b>ACCOUNT #</b>	<b>PERSONAL SERVICES</b>					
	<b>Part-Time Salaries</b>					
01-62-1-591	Seasonal Employees	24,693	23,827	24,209	19,680	17,304
01-62-1-592	Temporary Employees	36,000	25,253	36,000	22,345	28,713
01-62-1-593	Part-Time Employees	1,500	905	3,000	975	497
	<b>TOTAL PART-TIME SALARIES</b>	62,193	49,985	63,209	43,000	46,514
<b>FRINGE BENEFITS</b>						
01-62-2-595	Village FICA Contributions	2,238	3,924	4,360	2,666	2,929
01-62-2-596	Village Medicare Contributions	742	661	719	623	685
	<b>TOTAL FRINGE BENEFITS</b>	2,980	4,585	5,079	3,289	3,614
<b>COMMODITIES</b>						
01-62-3-615	Small Tools and Equipment	1,950	0	1,950	763	518
01-62-3-619	Program Commodities	3,635	3,635	3,635	2,854	2,307
	<b>TOTAL COMMODITIES</b>	5,585	3,635	5,585	3,617	2,824
<b>MAINTENANCE</b>						
01-62-6-677	Program Maintenance	1,450	1,000	1,450	1,789	1,037
01-62-6-681	Art Landscaping Maintenance	1,000	0	1,000	0	0
	<b>TOTAL MAINTENANCE</b>	2,450	1,000	2,450	1,789	1,037
<b>TRANSFERS</b>						
01-62-9-904	Transfer from Water & Sewer - FICA/Med/IMRF	(1,110)	0	0	0	(1,390)
	<b>TOTAL TRANSFERS</b>	(1,110)	0	0	0	(1,390)
	<b>TOTAL HORTICULTURE MAINTENANCE</b>	72,098	59,205	76,323	51,695	52,599

# STREETS AND GROUNDS

		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		11-12	10-11	10-11	09-10	08-09
<b>PARKWAY TREE MAINTENANCE</b>						
<b>PERSONAL SERVICES</b>						
<b>Part-Time Salaries</b>						
01-63-1-592	Summer Help	3,465	1,799	3,465	3,536	3,834
<b>TOTAL PART-TIME SALARIES</b>		3,465	1,799	3,465	3,536	3,834
01-63-1-590	Overtime (Storm Damage)	1,149	1,126	1,126	586	676
<b>TOTAL PERSONAL SERVICES</b>		4,614	2,925	4,591	4,122	4,510
<b>FRINGE BENEFITS</b>						
01-63-2-595	Village FICA Contributions	0	0	0	250	265
01-63-2-596	Village Medicare Contributions	0	0	0	59	62
01-63-2-597	Village IMRF Contributions	0	0	0	63	54
<b>TOTAL FRINGE BENEFITS</b>		0	0	0	372	381
<b>COMMODITIES</b>						
01-63-3-615	Small Tools and Equipment	600	150	600	56	536
<b>TOTAL COMMODITIES</b>		600	150	600	56	536
<b>CONTRACTUAL SERVICES</b>						
01-63-4-653	Parkway Tree Services:				107,113	101,155
	Removals and emergency work	75,000	43,755	30,000		
	Parkway tree inventory update	3,755	3,760	3,755		
	Parkway tree trimming	52,000	58,240	72,000		
<b>TOTAL CONTRACTUAL SERVICES</b>		130,755	105,755	105,755	107,113	101,155
<b>MAINTENANCE</b>						
01-63-6-677	Program Maintenance	300	300	300	237	149
<b>TOTAL MAINTENANCE</b>		300	300	300	237	149
<b>TOTAL PARKWAY TREE PROGRAM</b>		136,269	109,130	111,246	111,900	106,730

# STREETS AND GROUNDS

<u>ACCOUNT #</u>		<u>BUDGET</u> 11-12	<u>PROJ'D</u> 10-11	<u>BUDGET</u> 10-11	<u>ACTUAL</u> 09-10	<u>ACTUAL</u> 08-09
<b>WEEDY LOT PROGRAM</b>						
<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>					
	Part-Time Salaries					
01-64-1-592	Temporary Employees	15,000	11,921	15,000	13,836	11,201
	<b>TOTAL PART-TIME SALARIES</b>	15,000	11,921	15,000	13,836	11,201
<b>FRINGE BENEFITS</b>						
01-64-2-595	Village FICA Contributions	2,238	739	0	858	694
01-64-2-596	Village Medicare Contributions	742	173	0	201	162
	<b>TOTAL FRINGE BENEFITS</b>	2,980	912	0	1,058	857
<b>COMMODITIES</b>						
01-64-3-615	Small Tools and Equipment	950	640	950	915	0
	<b>TOTAL COMMODITIES</b>	950	640	950	915	0
<b>CONTRACTUAL SERVICES</b>						
01-64-4-653	Code Enforcement Mowing Services	3,500	3,500	3,500	3,058	3,305
	<b>TOTAL CONTRACTUAL SERVICES</b>	3,500	3,500	3,500	3,058	3,305
<b>MAINTENANCE</b>						
01-64-6-677	Program Maintenance	1,240	1,102	1,240	1,176	318
	<b>TOTAL MAINTENANCE</b>	1,240	1,102	1,240	1,176	318
<b>TRANSFERS</b>						
01-64-9-904	Transfer from Water & Sewer-FICA/Med/IMRF	0	0	0	0	0
	<b>TOTAL TRANSFERS</b>	0	0	0	0	0
	<b>TOTAL WEEDY LOT PROGRAM</b>	23,670	18,075	20,690	20,043	15,681

# STREETS AND GROUNDS

ACCOUNT #		BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b>CONCRETE REPAIR PROGRAM</b>						
<b>COMMODITIES</b>						
01-65-3-615	Small Tools and Equipment	330	150	330	37	66
01-65-3-619	Program Commodities (See also MFT Budget)	1,000	550	1,000	1,235	983
01-65-3-627	Art Program Commodities	500	150	500	0	12
<b>TOTAL COMMODITIES</b>		<b>1,830</b>	<b>850</b>	<b>1,830</b>	<b>1,272</b>	<b>1,060</b>
<b>MAINTENANCE</b>						
01-65-6-677	Program Maintenance	100	0	100	0	0
01-65-6-683	Sidewalk Replacement Program	20,000				
<b>TOTAL MAINTENANCE</b>		<b>20,100</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>
<b>TOTAL CONCRETE PROGRAM</b> (See also MFT budget)		<b>21,930</b>	<b>850</b>	<b>1,930</b>	<b>1,272</b>	<b>1,060</b>
<b>GENERAL CLEAN-UP</b>						
<b>PERSONAL SERVICES</b>						
<b>Part-Time Salaries</b>						
01-66-1-592	Summer Help	3,614	3,481	3,543	2,768	3,452
<b>TOTAL PART-TIME SALARIES</b>		<b>3,614</b>	<b>3,481</b>	<b>3,543</b>	<b>2,768</b>	<b>3,452</b>
<b>FRINGE BENEFITS</b>						
01-66-2-595	Village FICA Contributions	0	0	0	172	214
01-66-2-596	Village Medicare Contributions	0	0	0	40	50
<b>TOTAL FRINGE BENEFITS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>212</b>	<b>264</b>
<b>MAINTENANCE</b>						
01-66-6-677	Program Maintenance	100	0	100	0	17
<b>TOTAL MAINTENANCE</b>		<b>100</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>17</b>
<b>TOTAL GENERAL CLEAN-UP PROGRAM</b>		<b>3,714</b>	<b>3,481</b>	<b>3,643</b>	<b>2,980</b>	<b>3,733</b>

# STREETS AND GROUNDS

ACCOUNT #		BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b>ASPHALT MAINTENANCE</b>						
<b>COMMODITIES</b>						
01-68-3-619	Program Commodities	1,500	1,500	1,500	2,178	1,305
<b>TOTAL ASPHALT MAINTENANCE PROGRAM</b>		1,500	1,500	1,500	2,178	1,305
<b>TOTAL FUNCTION</b>		1,022,594	865,194	990,564	900,292	821,354
<b>TRANSFERS</b>		557,769	518,990	518,990	497,767	482,918
<b>GRAND TOTAL +/- TRANSFERS</b>		1,580,363	1,384,184	1,509,554	1,398,059	1,304,272



## BUDGET NOTES

# WATER REVENUES

<u>ACCOUNT #</u>	<u>SOURCE</u>	<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
08-00-2-488	WATER METER PERMIT FEES	3,690	1,390	4,830	5,372	3,661
08-00-4-401	WATER SALES (6.27 per 1,000)	1,929,750	1,728,000	1,923,000	1,786,193	1,738,071
08-00-4-403	WATER TAP INSPECTION FEES	340	0	460	375	300
08-00-4-404	WATER NEW ACCOUNT FEES	5,460	5,670	5,100	7,008	5,693
08-00-4-405	PENALTIES	40,000	46,830	39,000	38,219	38,406
08-00-4-406	CONSTRUCTION CHARGES	210	0	210	150	300
08-00-6-480	INTEREST EARN. (75/25 W/S)	6,200	6,050	9,900	14,856	35,700
08-00-6-482	NSF FEES	740	890	620	620	875
08-00-6-483	PAYMENT PLAN FEES	1,870	1,560	1,810	2,095	1,855
08-00-6-484	EQUALIZATION FEES (38% wat, 7% sew, 55% Gen. Fund)	120	0	170	0	0
08-00-6-486	MISCELLANEOUS REVENUE	10,580	2,780	10,920	13,390	15,925
08-00-6-489	SALE OF VILLAGE PROPERTY	0	0	0	0	0
08-00-9-405	TRANSFER FROM TIF FUND	14,700	14,700	14,700	14,700	14,700
<b>TOTAL WATER REVENUES</b>		<b>2,013,660</b>	<b>1,807,870</b>	<b>2,010,720</b>	<b>1,882,978</b>	<b>1,855,486</b>

# SEWER REVENUES

08-00-4-410	SEWER SALES (2.16 per 1,000)	626,490	517,000	568,000	530,901	513,955
08-00-4-412	SEWER ONLY ACCOUNTS (\$12.50 per quarter)	670	690	690	625	700
08-00-4-413	SEWER TAP INSPECTION FEES	200	0	225	225	225
08-00-4-414	SEWER NEW ACCOUNT FEES	1,370	1,460	1,270	1,752	1,423
08-00-4-415	PENALTIES	13,300	15,610	13,000	12,740	12,802
08-00-6-481	INTEREST EARNINGS (75/25 W/S)	2,100	2,020	3,300	4,952	11,900
08-00-6-485	EQUALIZATION FEES (38% wat, 7% sewer, 55% Gen. Fund)	20	0	30	0	0
<b>TOTAL SEWER REVENUES</b>		<b>644,150</b>	<b>536,780</b>	<b>586,515</b>	<b>551,195</b>	<b>541,005</b>

<b>TOTAL WATER AND SEWER REVENUES</b>	<b>2,657,810</b>	<b>2,344,650</b>	<b>2,597,235</b>	<b>2,434,173</b>	<b>2,396,491</b>
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## WATER AND SEWER SUMMARY (BUDGETED FY12)

CATEGORY	WATER ADMINISTRATION	WATER DISTRIBUTION	SEWER ADMINISTRATION	SEWAGE COLLECTION	TOTALS WATER & SEWER
FULL TIME	0	0	0	0	0
PART TIME	6,320	38,835	2,106	13,320	60,581
OVERTIME	0	7,935	0	6,441	13,784
IMRF/SS	0	0	0	0	0
<b>PERS. SERVICES</b>	<b>6,320</b>	<b>46,770</b>	<b>2,106</b>	<b>19,761</b>	<b>74,365</b>
COMMODITIES	9,540	50,055	4,570	23,630	87,795
CONTRACTUAL	11,720	1,089,246	5,600	40,190	1,146,756
TRAINING	1,630	520	1,630	500	4,280
MAINTENANCE	2,940	84,990	2,180	18,340	108,450
CAPITAL OUTLAY	0	233,895	0	14,165	248,060
DEBT SERVICE	40,000	0	0	0	40,000
TRANSFERS	679,707	0	562,435	0	1,242,142
<b>TOTAL FUNCTION</b>	<b>751,857</b>	<b>1,505,476</b>	<b>578,521</b>	<b>116,586</b>	<b>2,952,440</b>
<b>TRANSFERS</b>	<b>(679,707)</b>	<b>0</b>	<b>(562,435)</b>	<b>0</b>	<b>(1,242,142)</b>
<b>GRAND TOTAL +/- TRANSFERS</b>	<b>72,150</b>	<b>1,505,476</b>	<b>16,086</b>	<b>116,586</b>	<b>1,710,298</b>

# **WATER ADMINISTRATION**

## **SERVICES PROVIDED:**

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The Water Administration Department of the Water/Sewer Fund provides an accounting for costs associated with administering the water billing, collection, and customer account management functions. Water Administration is responsible for managing approximately 3,750 water accounts which result in the quarterly billing of approximately 15,000 accounts. Functions include processing water billings, payments, new accounts, final reads, service orders, collection of delinquent accounts, payment plans, daily customer service, bank account maintenance/reconciliation, management of E-Pay system, management of Identity Theft Prevention Program (as mandated by FTC) and posting activity to the Village's general ledger. Water Administration also supervises the Water Meter Reader position.

## **FY11 ACHIEVEMENTS:**

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- Maintained water collection rate at 98.8% of billings.
- Maintained high standard of daily operations; efficiency resulted in only 43 audit adjustments.
- Assisted Public Works in third phase of water meter change out pilot program.
- Managed record volume of delinquencies with existing staff resources.

## **FY12 GOALS:**

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- Research utilizing other technologies in connection with financial system software including ACH direct debit and direct credit card billing; research as possible.
- Maintain collection rate at high percentage.
- Assist Public Works in final phase of water meter change out program.
- Research implementation of delinquency fee for accounts that reach shut off stage in collection process.
- Implement storm water utility fee on water bills if approved.

# WATER ADMINISTRATION

ACCOUNT #		BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b>PERSONAL SERVICES</b>						
<b>Part-Time Salaries</b>						
08-10-1-501	Water Meter Reader (75/25 WA/SA)	6,320	6,196	6,196	6,075	5,906
<b>TOTAL PART-TIME SALARIES</b>		6,320	6,196	6,196	6,075	5,906
<b>TOTAL PERSONAL SERVICES</b>		6,320	6,196	6,196	6,075	5,906
<b>COMMODITIES</b>						
08-10-3-601	Office Supplies	400	160	400	201	251
08-10-3-602	Books and Maps	100	50	100	0	0
08-10-3-603	Postage					
	Mailing water bills, notices, etc.	7,340	6,810	7,430	7,178	6,585
08-10-3-606	Office Equipment	400	200	400	37	580
08-10-3-607	Computer Equipment and Supplies	500	200	600	152	537
08-10-3-608	Petroleum Products	600	600	500	329	469
08-10-3-610	Miscellaneous	200	100	200	150	40
<b>TOTAL COMMODITIES</b>		9,540	8,120	9,630	8,047	8,462
<b>CONTRACTUAL SERVICES</b>						
08-10-4-634	Miscellaneous Services	500	200	500	40	216
08-10-4-635	Printing	2,090	1,800	1,920	2,456	1,990
08-10-4-637	Telephone	3,690	3,480	3,460	4,033	3,558
08-10-4-655	Bank Service Charges	4,440	3,200	2,630	2,329	2,177
08-10-4-656	Collection Services	1,000	750	1,000	316	637
<b>TOTAL CONTRACTUAL SERVICES</b>		11,720	9,430	9,510	9,174	8,578
<b>TRAINING AND CONFERENCES</b>						
08-10-5-660	Dues and Subscriptions	200	100	200	0	0
08-10-5-661	Training	1,430	1,000	1,530	702	729
<b>TOTAL TRAINING AND CONFERENCES</b>		1,630	1,100	1,730	702	729
<b>MAINTENANCE</b>						
08-10-6-672	Computer Software Maintenance	2,940	2,830	3,190	2,274	1,377
<b>TOTAL MAINTENANCE</b>		2,940	2,830	3,190	2,274	1,377

# WATER ADMINISTRATION

<u>ACCOUNT #</u>		<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
<b><u>DEBT SERVICE</u></b>						
08-10-8-804	Lake Michigan Water - Harvey Capital	40,000	40,000	40,000	38,000	36,500
<b>TOTAL DEBT SERVICE</b>		40,000	40,000	40,000	38,000	36,500
<b><u>TRANSFERS</u></b>						
08-10-9-901	Transfer to General Fund - Admin Transfer	543,678	513,487	513,487	490,188	458,726
08-10-9-904	Transfer to General-FICA/Med/IMRF	80,000	89,000	89,000	96,000	103,000
08-10-9-916	Transfer to Capital Equipment	56,029	53,558	53,558	51,323	46,330
<b>TOTAL TRANSFERS</b>		679,707	656,045	656,045	637,511	608,056
<b>TOTAL FUNCTION</b>		751,857	723,721	726,301	701,783	669,608
<b>TRANSFERS</b>		(679,707)	(656,045)	(656,045)	(637,511)	(608,056)
<b>GRAND TOTAL +/- TRANSFERS</b>		72,150	67,676	70,256	64,272	61,552



## BUDGET NOTES

# WATER DISTRIBUTION

## **SERVICES PROVIDED:**

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The Water Distribution budget allocates funding to provide for the costs associated with the operation and maintenance of the Village's potable water system.

Flossmoor uses about 1.2 million gallons of water per day and is served by a water system comprised of approximately 57 miles of water mains, 630 fire hydrants, main line valves, pumping facilities, three elevated water towers, and a three-million gallon underground storage facility. Also included are water services and individual meters connecting the system to some 3,400 customers.

## **FY11 ACHIEVEMENTS:**

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- Conducted leak detection program over entire system with repairs to all leaks discovered.
- Continued maintenance on Village's water distribution system, including repair and replacement work on fire hydrants and water main valves.
- Continued the four-year large meter testing and replacement program.
- Completed coordination with the Army Corps of Engineers on the Crawford North Water Main Extension and Water System Automation Projects.
- Completed construction coordination with IDOT on relocation of the water main in conflict with the Dixie Bridge Reconstruction Project.
- Extended water main with hydrants as part of the 198<sup>th</sup> Street TIF Infrastructure Improvements Project.
- Extended water main with hydrants as part of the 192<sup>nd</sup> Street Water Main Extension Project.

## **FY12 GOALS:**

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- Continue leak detection program to minimize system losses.
- Continue large meter replacement and testing program.
- Initiate regular valve exercising and hydrant flushing program.
- Pursue the installation of required site equipment improvements for the Western Avenue Tower Site for connection to the Water Automation System.
- Pursue the replacement of the check valves at the Kedzie Avenue Booster Station.

# WATER DISTRIBUTION

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
	<b>Part-Time Salaries</b>					
08-11-1-591	Summer Help	4,360	4,360	4,360	3,936	2,348
	<b>TOTAL PART-TIME SALARIES</b>	4,360	4,360	4,360	3,936	2,348
08-11-1-590	Overtime	7,935	19,500	7,779	15,491	16,373
	<b>TOTAL PERSONAL SERVICES</b>	12,295	23,860	12,139	19,427	18,721
<hr/>						
	<b>COMMODITIES</b>					
08-11-3-601	Office Supplies	595	595	595	386	280
08-11-3-605	Operating Supplies	1,970	1,970	1,970	882	1,641
08-11-3-608	Petroleum Products	12,000	12,000	12,000	11,174	11,936
08-11-3-615	Small Tools and Equipment	2,220	1,500	2,220	1,840	1,634
08-11-3-618	Safety Equipment and Supplies	3,465	2,500	3,465	1,933	2,127
	<b>TOTAL COMMODITIES</b>	20,250	18,565	20,250	16,215	17,617
<hr/>						
	<b>CONTRACTUAL</b>					
08-11-4-630	Equipment Rental	100	100	100	100	0
08-11-4-631	Electric, Power and Light	35,000	32,298	35,000	27,887	36,710
08-11-4-632	Leak Detection Program	15,000	15,000	15,000	1,050	12,985
08-11-4-634	Miscellaneous Services	5,500	5,500	5,500	2,295	2,224
08-11-4-635	Homewood - Lake Michigan Water	976,271	976,271	912,153	930,663	845,944
08-11-4-636	Homewood - Oper. and Maint. Charges	55,400	55,400	55,400	44,321	46,423
08-11-4-637	Telephone	800	800	800	581	592
08-11-4-638	Advertising	275	275	275	0	150
08-11-4-657	J.U.L.I.E One-Call	400	400	400	399	367
	<b>TOTAL CONTRACTUAL SERVICES</b>	1,088,746	1,086,044	1,024,628	1,007,296	945,394
<hr/>						
	<b>TRAINING AND CONFERENCES</b>					
08-11-5-660	Dues and Subscriptions	120	200	120	360	525
08-11-5-661	Training	400	400	400	851	175
	<b>TOTAL TRAINING AND CONFERENCES</b>	520	600	520	1,211	700

# WATER DISTRIBUTION

<u>ACCOUNT #</u>	<u>MAINTENANCE</u>	<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
08-11-6-671	Maintenance and Supplies	5,990	5,990	5,990	5,565	5,603
08-11-6-672	Water Meters and ROMs	10,000	5,500	21,495	1,569	5,461
08-11-6-673	Large Meter Testing and Repair (50/50 WD/SC)	5,000	5,000	5,000	2,716	2,089
08-11-6-675	System Maintenance and Repairs Valves, Hydrants, Clamps, etc.	20,000	16,950	20,000	11,107	24,828
08-11-6-676	Radio System Maintenance	800	400	800	95	0
08-11-6-677	Water Facility Maintenance Fire Hydrant Rehabilitation/Sandblast and Paint	24,000 17,800	14,000 25,000	24,000 25,000	10,774	25,576
<b>TOTAL MAINTENANCE</b>		<b>83,590</b>	<b>72,840</b>	<b>102,285</b>	<b>31,827</b>	<b>63,558</b>

## CAPITAL OUTLAY/NON-OPERATING

08-11-7-749	Water Meter Replacement Program	9,600	0	57,672	92,327	151,719
08-11-7-751	Kedzie Avenue Water Main Relocation	0	0	0	0	9,018
08-11-7-752	Dixie Highway Water Main Relocation	32,295	32,295	26,250	114,611	0
08-11-7-753	Oil Containment System	0	0	0	0	3,397
08-11-7-754	Water System Automation	0	0	0	178,750	0
08-11-7-755	Engineering-Dixie Hwy Water Main Relocation	2,000	6,500	10,000	13,406	12,030
08-11-7-756	Engineering-Water System Automation	0	15,000	15,000	27,675	0
08-11-7-757	Citizen Request/Work Order Software	0	0	0	0	1,225
08-11-7-758	Vollmer Road Watermain Relocation	0	0	0	0	0
08-11-7-759	Vollmer Road Watermain Relocation - Engineering	10,000	0	10,000	26,755	0
08-11-7-760	Crawford Avenue North Water Main	0	0	0	146,250	0
08-11-7-761	Engineering - Craw Av N Wat Main	0	0	0	13,700	0
08-11-7-762	Meinheit Water Tower Painting and Repairs	180,000	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>233,895</b>	<b>53,795</b>	<b>118,922</b>	<b>613,473</b>	<b>177,388</b>

## **GROUNDS REPAIR PROGRAM**

### ACCOUNT #      PERSONAL SERVICES

#### **Part-Time Services**

08-12-1-592	Temporary Employees	8,975	5,543	8,975	5,799	6,885
<b>TOTAL PART-TIME SALARIES</b>		<b>8,975</b>	<b>5,543</b>	<b>8,975</b>	<b>5,799</b>	<b>6,885</b>

#### COMMODITIES

08-12-3-615	Small Tools and Equipment	845	400	845	83	345
08-12-3-619	Program Commodities	1,500	1,500	1,500	1,219	1,799
<b>TOTAL COMMODITIES</b>		<b>2,345</b>	<b>1,900</b>	<b>2,345</b>	<b>1,302</b>	<b>2,143</b>

#### MAINTENANCE

08-12-6-677	Program Maintenance	200	200	200	0	0
<b>TOTAL MAINTENANCE</b>		<b>200</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0</b>
<b>TOTAL GROUNDS REPAIR PROGRAM</b>		<b>11,520</b>	<b>7,643</b>	<b>11,520</b>	<b>7,101</b>	<b>9,029</b>

# WATER DISTRIBUTION

## WATER SYSTEM IMPROVEMENT PROGRAM

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET</u> 11-12	<u>PROJ'D</u> 10-11	<u>BUDGET</u> 10-11	<u>ACTUAL</u> 09-10	<u>ACTUAL</u> 08-09
	<b>Part-Time Services</b>					
08-13-1-592	Temporary Employees	25,500	16,444	25,500	10,628	19,746
	<b>TOTAL PART-TIME SALARIES</b>	25,500	16,444	25,500	10,628	19,746
	<b>COMMODITIES</b>					
08-13-3-615	Small Tools and Equipment	1,395	1,000	1,395	338	1,567
08-13-3-619	Program Commodities	20,450	16,248	20,450	12,583	23,914
	<b>TOTAL COMMODITIES</b>	21,845	17,248	21,845	12,921	25,481
	<b>CONTRACTUAL SERVICES</b>					
08-13-4-645	Engineer and Architect	500	500	500	0	0
	<b>TOTAL CONTRACTUAL SERVICES</b>	500	500	500	0	0
	<b>MAINTENANCE</b>					
08-13-6-677	Program Maintenance	1,000	550	1,000	0	97
	<b>TOTAL MAINTENANCE</b>	1,000	550	1,000	0	97
	<b>TOTAL WATER SYSTEM IMPROVEMENT</b>	48,845	34,742	48,845	23,548	45,325

## STREET MAINTENANCE PROGRAM

	<b>COMMODITIES</b>					
08-14-3-611	Concrete	2,295	1,000	2,295	481	556
08-14-3-612	Asphalt Mix	1,495	1,495	1,495	1,808	2,855
08-14-3-613	Concrete Forms and Materials	600	150	600	58	0
08-14-3-614	Asphalt Materials	545	150	545	388	857
08-14-3-615	Small Tools and Equipment	680	500	680	332	625
	<b>TOTAL COMMODITIES</b>	5,615	3,295	5,615	3,069	4,893
	<b>MAINTENANCE</b>					
08-14-6-677	Program Maintenance	200	200	200	9	0
	<b>TOTAL MAINTENANCE</b>	200	200	200	9	0
	<b>TOTAL STREET MAINTENANCE</b>	5,815	3,495	5,815	3,078	4,893

# WATER DISTRIBUTION

<u>ACCOUNT #</u>	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
TOTAL FUNCTION	1,505,476	1,301,584	1,344,924	1,723,176	1,282,625
TRANSFERS	0	0	0	0	0
GRAND TOTAL	1,505,476	1,301,584	1,344,924	1,723,176	1,282,625



## BUDGET NOTES

# SEWER ADMINISTRATION

## **SERVICES PROVIDED:**

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The Sewer Administration Department of the Water/Sewer Fund provides an accounting for costs associated with administering the sewer service and surcharge billing, collection, and customer account management functions. Sewer Administration is responsible for managing approximately 3,750 sewer accounts which result in the quarterly billing of approximately 15,000 accounts. Functions include processing sewer billings, payments, new accounts, final reads, service orders, collection of delinquent accounts, payment plans, daily customer service, bank account maintenance/reconciliation, management of E-Pay system, management of Identity Theft Prevention Program (as mandated by FTC) and posting activity to the Village's general ledger. Sewer Administration also supervises the Water Meter Reader position.

## **FY11 ACHIEVEMENTS:**

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- Maintained water collection rate at 98.8% of billings.
- Maintained high standard of daily operations; efficiency resulted in only 43 audit adjustments.
- Assisted Public Works in third phase of water meter change out pilot program.
- Managed record volume of delinquencies with existing staff resources.

## **FY12 GOALS:**

---

- Research utilizing other technologies in connection with financial system software including ACH direct debit and direct credit card billing; research as possible.
- Maintain collection rate at high percentage.
- Assist Public Works in final phase of water meter change out program.
- Research implementation of delinquency fee for accounts that reach shut off stage in collection process.
- Implement storm water utility fee on water bills if approved.

# SEWER ADMINISTRATION

ACCOUNT #	PERSONAL SERVICES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
	<b>Part-Time Salaries</b>					
08-20-1-501	Water Meter Reader (25/75 SA/WA)	2,106	2,065	2,065	2,025	1,969
	<b>TOTAL PART-TIME SALARIES</b>	2,106	2,065	2,065	2,025	1,969
	<b>TOTAL PERSONAL SERVICES</b>	2,106	2,065	2,065	2,025	1,969
	<b>COMMODITIES</b>					
08-20-3-601	Office Supplies	400	160	400	201	251
08-20-3-602	Books and Maps	100	50	100	0	0
08-20-3-603	Postage	2,670	2,540	2,750	2,546	2,339
08-20-3-606	Office Equipment	400	200	400	12	580
08-20-3-607	Computer Equipment and Supplies	500	300	700	152	537
08-20-3-608	Petroleum Products	500	410	500	316	469
	<b>TOTAL COMMODITIES</b>	4,570	3,660	4,850	3,227	4,176
	<b>CONTRACTUAL SERVICES</b>					
08-20-4-634	Miscellaneous Services	250	200	250	40	85
08-20-4-635	Printing	740	470	750	962	779
08-20-4-637	Telephone (50/50 WA/SA)	2,830	2,620	2,670	3,134	2,734
08-20-4-655	Bank Service Charges	1,480	950	770	759	726
08-20-4-656	Collection Services	300	220	300	105	212
	<b>TOTAL CONTRACTUAL SERVICES</b>	5,600	4,460	4,740	5,000	4,536
	<b>TRAINING AND CONFERENCES</b>					
08-20-5-660	Dues and Subscriptions	200	100	200	0	0
08-20-5-661	Training	1,430	1,000	1,530	758	759
	<b>TOTAL TRAINING AND CONFERENCES</b>	1,630	1,100	1,730	758	759
	<b>MAINTENANCE</b>					
08-20-6-672	Computer Software Maintenance	2,180	2,110	2,500	1,614	717
	<b>TOTAL MAINTENANCE</b>	2,180	2,110	2,500	1,614	717

# SEWER ADMINISTRATION

<u>ACCOUNT #</u>	<u>TRANSFERS</u>	<u>BUDGET</u> 11-12	<u>PROJ'D</u> 10-11	<u>BUDGET</u> 10-11	<u>ACTUAL</u> 09-10	<u>ACTUAL</u> 08-09
08-20-9-901	Transfer to General Fund-Admin Transfer	476,638	451,203	451,203	430,161	407,314
08-20-9-904	Transfer to General Fund-FICA/Med/IMRF	31,000	37,000	37,000	34,000	36,000
08-20-9-916	Transfer to Capital Equipment	54,797	66,481	66,481	63,284	43,868
<b>TOTAL TRANSFERS</b>		562,435	554,684	554,684	527,445	487,182
<b>TOTAL FUNCTION</b>		578,521	568,079	570,569	540,069	499,339
<b>TRANSFERS</b>		(562,435)	(554,684)	(554,684)	(527,445)	(487,182)
<b>GRAND TOTAL +/- TRANSFERS</b>		16,086	13,395	15,885	12,624	12,157

## **BUDGET NOTES**

# SEWAGE COLLECTION

## **SERVICES PROVIDED:**

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The Sewage Collection budget allocates funding to provide for the ongoing costs associated with the operation and maintenance of the Village's sanitary sewer collection system.

The 40 miles of Flossmoor's collection system collects and pumps to the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC), an amount of wastewater that is in excess of one million gallons per day. During heavy rain, this amount can increase significantly. Assisting in the effort are six underground sewage pumping stations with pumping capacities of up to 3,300 gallons per minute. This entire system, including pump stations, requires ongoing routine maintenance as well as emergency repairs to various components.

## **FY11 ACHIEVEMENTS:**

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- Completed scheduled systematic pumping equipment maintenance/rehabilitation at lift stations. Maintained "zero failure" standard for entire year.
- Coordinated the sanitary sewer relocation with IDOT as part of the Dixie Bridge Reconstruction Project.
- Extended sanitary sewer as part of the 198<sup>th</sup> Street TIF Infrastructure Improvements Project.

## **FY12 GOALS:**

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- Continue with pump station equipment maintenance/rehabilitation efforts designed to address needs before major equipment failures occur.
- Investigate the feasibility of converting the sanitary sewer lift stations to an electronic SCADA system.



# SEWAGE COLLECTION

<u>ACCOUNT #</u>	<u>PERSONAL SERVICES</u>	<u>BUDGET</u> 11-12	<u>PROJ'D</u> 10-11	<u>BUDGET</u> 10-11	<u>ACTUAL</u> 09-10	<u>ACTUAL</u> 08-09
	<b>Part-Time Salaries</b>					
08-21-1-591	Summer Help/Part-Time Employees	4,360	2,508	4,360	4,785	3,854
	<b>TOTAL PART-TIME SALARIES</b>	4,360	2,508	4,360	4,785	3,854
08-21-1-590	Overtime	6,441	6,315	6,315	5,570	4,808
	<b>TOTAL PERSONAL SERVICES</b>	10,801	8,823	10,675	10,355	8,662
	<b>COMMODITIES</b>					
08-21-3-601	Office Supplies	595	595	595	278	194
08-21-3-605	Operating Supplies	1,995	1,995	1,995	802	2,326
08-21-3-608	Petroleum Products	10,000	10,000	10,000	9,673	10,546
08-21-3-615	Small Tools and Equipment	1,495	1,000	1,495	823	2,120
08-21-3-618	Safety Equipment and Supplies	3,465	3,000	3,465	1,738	2,141
	<b>TOTAL COMMODITIES</b>	17,550	16,590	17,550	13,314	17,328
	<b>CONTRACTUAL</b>					
08-21-4-630	Equipment Rental	100	100	100	6	0
08-21-4-631	Electric, Power and Light	37,195	34,650	37,195	32,292	37,008
08-21-4-634	Miscellaneous Services (including emergency contract work)	1,495	1,000	1,495	0	61
08-21-4-638	Advertising	1,000	1,000	1,000	201	567
08-21-4-657	J.U.L.I.E. One-Call	400	400	400	399	367
	<b>TOTAL CONTRACTUAL SERVICES</b>	40,190	37,150	40,190	32,898	38,002
	<b>TRAINING AND CONFERENCES</b>					
08-21-5-660	Dues and Subscriptions	100	100	100	0	360
08-21-5-661	Training	400	400	400	99	30
	<b>TOTAL TRAINING AND CONFERENCES</b>	500	500	500	99	390
	<b>MAINTENANCE</b>					
08-21-6-671	Maintenance and Supplies	8,640	8,640	8,640	7,489	8,061
08-21-6-673	Large Meter Testing and Repair (50/50 SC/WD)	5,000	5,000	5,000	2,366	2,089
08-21-6-676	Radio System Maintenance	800	400	800	0	0
08-21-6-677	Sewer System Maintenance	3,500	1,500	3,500	4,333	11,469
	<b>TOTAL MAINTENANCE</b>	17,940	15,540	17,940	14,187	21,619

# SEWAGE COLLECTION

ACCOUNT #		BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b>GROUNDS REPAIR PROGRAM</b>						
<b>ACCOUNT #</b>		<b>PERSONAL SERVICES</b>				
		<b>Part-Time Salaries</b>				
08-22-1-592	Temporary Employees	8,960	5,397	8,960	5,646	6,802
<b>TOTAL PART-TIME SALARIES</b>		<b>8,960</b>	<b>5,397</b>	<b>8,960</b>	<b>5,646</b>	<b>6,802</b>
		<b>COMMODITIES</b>				
08-22-3-615	Small Tools and Equipment	890	400	890	332	1,101
08-22-3-619	Program Commodities	1,500	1,500	1,500	1,163	1,653
<b>TOTAL COMMODITIES</b>		<b>2,390</b>	<b>1,900</b>	<b>2,390</b>	<b>1,494</b>	<b>2,754</b>
		<b>MAINTENANCE</b>				
08-22-6-677	Program Maintenance	200	200	200	0	0
<b>TOTAL MAINTENANCE</b>		<b>200</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0</b>
<b>TOTAL GROUNDS REPAIR PROGRAM</b>		<b>11,550</b>	<b>7,497</b>	<b>11,550</b>	<b>7,141</b>	<b>9,556</b>
<b>STREET MAINTENANCE PROGRAM</b>						
		<b>COMMODITIES</b>				
08-24-3-611	Concrete	1,000	800	1,000	508	554
08-24-3-612	Asphalt Mix	1,500	1,850	1,500	2,065	1,980
08-24-3-613	Concrete Forms and Materials	400	0	400	0	0
08-24-3-614	Asphalt Materials	50	0	50	159	214
08-24-3-615	Small Tools and Equipment	740	500	740	583	707
<b>TOTAL COMMODITIES</b>		<b>3,690</b>	<b>3,150</b>	<b>3,690</b>	<b>3,315</b>	<b>3,455</b>
		<b>MAINTENANCE</b>				
08-24-6-677	Program Maintenance	200	200	200	0	0
<b>TOTAL MAINTENANCE</b>		<b>200</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0</b>
<b>TOTAL STREET MAINTENANCE</b>		<b>3,890</b>	<b>3,350</b>	<b>3,890</b>	<b>3,315</b>	<b>3,455</b>

# SEWAGE COLLECTION

## STREET MAINTENANCE PROGRAM

ACCOUNT #		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		11-12	10-11	10-11	09-10	08-09
	<b>CAPITAL OUTLAY</b>					
08-21-7-749	Water Meter Replacement Program	2,400	0	14,330	23,169	50,589
08-21-7-752	Dixie Highway Sewer Relocation	10,765	10,765	8,750	38,348	0
08-21-7-753	Oil Containment System	0	0	0	0	3,397
08-21-7-755	Engineering-Dixie Hwy Sewer Relocation	1,000	3,500	6,500	7,705	4,966
08-21-7-757	Citizen Request/Work Order Software	0	0	0	0	1,225
	<b>TOTAL CAPITAL OUTLAY</b>	14,165	14,265	29,580	69,221	60,177
	<b>TOTAL FUNCTION</b>	116,586	103,715	131,875	150,529	159,188

# **SANITARY SEWER REHABILITATION FUND**

## **SERVICES PROVIDED:**

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The Sanitary Sewer Rehabilitation Fund was established to assist in rehabilitating the sanitary sewer system. This program began in an effort to reduce flooding and achieve compliance with the requirements set forth by the Metropolitan Water Reclamation District. Part of the improvements are paid for by a sanitary sewer surcharge fee.

Based on continued funding derived from the sanitary sewer surcharge, along with additional funding from other sources, the Village has embarked on a multi-year effort to keep the current sanitary sewer system working as efficiently as possible and, at the same time, provide for the systematic replacement of old deteriorated sections of the system.

## **FY11 ACHIEVEMENTS:**

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- Completed the contractual rotational heavy cleaning and televising in the entire Old Flossmoor neighborhood, the entire southwest section of Flossmoor, and the west section of the Flossmoor Park neighborhood.

## **FY12 GOALS:**

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- Continue rotational maintenance program for all sanitary sewers. The program consists of annually contracting for a systematic heavy cleaning and televising of all sanitary sewers every five years. Contract work is scheduled for the east section of the Flossmoor Park and Southeast Flossmoor neighborhoods.

# SANITARY SEWER REHABILITATION

ACCOUNT #		BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
	Net Assets (Beginning)	1,367,332	1,491,590	1,342,044	1,455,873	1,435,018
	<b>REVENUES</b>					
09-00-4-417	Sanitary Sewer Surcharge	364,000	363,000	364,000	357,641	359,866
09-00-4-418	Penalties	9,680	10,080	9,470	9,777	9,597
09-00-6-480	Interest - Sanitary Sewer Rehab	1,900	1,550	4,100	1,978	11,171
09-00-9-401	Transfer from General Fund	0	0	0	0	0
	<b>TOTAL REVENUES</b>	375,580	374,630	377,570	369,396	380,634
	<b>Less: IEPA Loan Proceeds</b>	0	0	0	0	0
	<b>ADJUSTED REVENUES</b>	375,580	374,630	377,570	369,396	380,634
	<b>EXPENDITURES</b>					
	<b>PERSONAL SERVICES</b>					
	Part-Time Salaries					
09-01-1-592	Temporary Employees Ground Repair (38/37/25 WD/SC/SSR)	6,065	3,647	6,065	3,815	4,562
	<b>TOTAL PART-TIME SALARIES</b>	6,065	3,647	6,065	3,815	4,562
	<b>COMMODITIES</b>					
09-01-3-615	Small Tools and Equipment	245	0	245	0	0
09-01-3-620	Ground Repair Material	1,500	1,500	1,500	1,078	1,009
	<b>TOTAL COMMODITIES</b>	1,745	1,500	1,745	1,078	1,009
	<b>MAINTENANCE</b>					
09-01-6-671	Maintenance and Supplies	10,000	5,000	10,000	655	0
09-01-6-677	Sanitary Sewer Rehab Maintenance	90,000	90,000	90,000	65,116	85,673
09-01-6-683	Lift Station Maintenance	7,000	5,000	7,000	0	0
	<b>TOTAL MAINTENANCE</b>	107,000	100,000	107,000	65,771	85,673
	<b>CAPITAL OUTLAY/NON-OPERATING</b>					
09-01-7-714	Lift Station Rehab	19,000	5,000	19,000	4,098	2,428
09-01-7-790	Depreciation Expense	0	0	0	149,268	149,268
	<b>TOTAL CAPITAL OUTLAY</b>	19,000	5,000	19,000	153,366	151,696

# SANITARY SEWER REHABILITATION

ACCOUNT #		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		11-12	10-11	10-11	09-10	08-09
	<b>DEBT SERVICE</b>					
09-01-8-804	Debt Service - IEPA Loan 1999 - Phase I	132,893	132,893	132,893	32,003	34,600
09-01-8-805	Debt Service - IEPA Loan 2001 - Phase II	80,196	80,196	80,196	23,805	25,409
09-01-8-806	Debt Service - IEPA Loan 2003 - Phase III	175,652	175,652	175,652	53,841	56,830
	<b>TOTAL DEBT SERVICE</b>	<b>388,741</b>	<b>388,741</b>	<b>388,741</b>	<b>109,649</b>	<b>116,839</b>
	<b>TOTAL EXPENDITURES</b>	<b>522,551</b>	<b>498,888</b>	<b>522,551</b>	<b>333,679</b>	<b>359,779</b>
	<b>Net Assets (Ending)</b>	<b>1,220,361</b>	<b>1,367,332</b>	<b>1,197,063</b>	<b>1,491,590</b>	<b>1,455,873</b>
	<b>IEPA Committed Net Assets^#</b>	<b>478,343</b>	<b>547,472</b>	<b>547,472</b>	<b>618,455</b>	<b>691,264</b>
	<b>IEPA Commitment Less GF Transfer^#</b>	<b>364,822</b>	<b>433,951</b>	<b>433,951</b>	<b>504,934</b>	<b>577,743</b>

^FY03 actual commitment included \$547,000 transfer from General Fund based on a \$1.9 million project. Project ended up at \$1,228,544; negating need for transfer. \$62,093 transferred as of 4-30-03. Total transfer commitment outstanding 4-30-03 = \$484,907

#Phase 3 loan was approved in FY 04; net assets commitment based on Phase 3 loan. New General Fund transfer commitment became \$184,093 including what had already been transferred under Phase 2. \$70,572 transferred as of 4-30-07. Total transfer commitment outstanding 4-30-11 = \$113,521.

## BUDGET NOTES



# CAPITAL EQUIPMENT FUND

## SERVICES PROVIDED:

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The Village maintains a significant inventory of capital equipment which is needed to efficiently deliver basic services to the residents. Examples of capital equipment inventory include police vehicles, fire vehicles, ambulances, trucks, snowplows, machines, and computers. Capital equipment items have a limited useful life which varies according to the type of equipment and nature of use. The Capital Equipment Fund is utilized as a financing mechanism to anticipate and fund capital equipment replacements upon the completion of an item's useful life. The Capital Equipment Fund is also utilized to fund replacement of major maintenance items (i.e. carpet, plumbing, painting) for Village Hall and the Public Works Service Center.

The primary objective of the Capital Equipment Fund is to provide funding for capital replacements in a manner which does not create significant funding fluctuations from year to year. A further objective of the Fund is to provide a basis for long-term financial planning.

The Fund has been successful in achieving its objectives. Funding has been available for annual capital replacement without overburdening the Village's budget in any one year. The Fund is capitalized by annual contributions from both the General and Water/Sewer Funds. The contributions have remained relatively constant due to the annual contribution being based on a ten year replacement schedule for existing equipment. Additional schedules are maintained for replacements beyond ten years and up to twenty years so that major increases to the ten year schedule can be anticipated. All equipment listed in the schedules represent replacements of existing equipment. Additions of new equipment to the schedules are reviewed and approved annually during the budget process. The schedules, annual contributions, and fund itself are also evaluated annually as part of the budget process.

## CAPITAL EQUIPMENT BUDGET

ACCOUNT #	REVENUES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
	<b>Fund Balance</b>	1,690,068	1,969,925	1,469,909	1,801,923	1,535,561
16-00-9-401	<b>Transfer from General Fund</b>	387,589	369,308	369,308	360,637	321,432
16-00-9-408	<b>Transfer from Water Fund</b>	56,029	53,558	53,558	51,323	46,330
16-00-9-409	<b>Transfer from Sewer Fund</b>	54,797	66,481	66,481	63,284	43,868
16-00-3-440	<b>ICJIA-Local Law Enf Grant</b>	0	0	0	5,575	0
16-00-3-441	<b>EECBG - Village Hall Boiler Grant</b>	100,000	0	0	0	0
16-00-6-480	<b>Interest</b>	6,800	16,400	6,800	14,714	38,472
16-00-6-486	<b>Miscellaneous Income</b>	0	0	0	0	0
16-00-6-487	<b>Miscellaneous Contributions</b>	0	0	0	0	0
16-00-6-488	<b>Sale of Village Property</b>	0	0	0	11,101	0
16-00-6-489	<b>Annual Auction</b>	8,360	0	8,360	5,748	5,808
16-00-6-490	<b>Trade-In Proceeds</b>	26,200	26,200	26,200	14,600	27,730
	<b>TOTAL REVENUES</b>	639,775	531,947	530,707	526,982	483,640
<hr/>						
	<b>EXPENDITURES</b>					
16-01-7-742	<b>Executive</b>					
	Manager's Car	0	0	20,000	0	0
	Copier	0	20,813	21,000	0	0
	Village Hall Phone System	0	0	0	54,935	12,620
	<b>TOTAL EXECUTIVE</b>	0	20,813	41,000	54,935	12,620
<hr/>						
16-01-7-743	<b>Finance</b>					
	Envelope Stuffer Machine	0	0	0	0	5,031
	<b>TOTAL FINANCE</b>	0	0	0	0	5,031
<hr/>						
16-01-7-748	<b>Police Department</b>					
	Police Squads	48,500	48,500	48,500	92,322	12,415
	Portable Radios	6,000	4,400	13,750	7,414	0
	Breath Analysis Equipment	6,000	0	0	0	0
	Copier	0	7,900	9,000	0	0
	Police Squad-Detective	0	0	0	0	23,904
	Call Recorder	0	0	0	7,146	0
	<b>TOTAL POLICE DEPT.</b>	60,500	60,800	71,250	106,882	36,319

# CAPITAL EQUIPMENT BUDGET

EXPENDITURES		BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
16-01-7-749	<b>Fire Department</b>					
	Cardiac Monitor	52,000	0	0	0	0
	Ambulance 1372	185,000	0	0	0	0
	Compressor for Air Packs	45,050	0	0	0	0
	Car 1394	0	0	0	26,502	0
	Copier	0	0	0	0	7,264
	Engine 1330	0	434,873	0	0	0
	<b>TOTAL FIRE DEPT.</b>	282,050	434,873	0	26,502	7,264
16-01-7-753	<b>Inspectional Services</b>					
	Copier	0	0	0	0	0
	<b>TOTAL INSPECT. SERV.</b>	0	0	0	0	0
16-01-7-755	<b>Public Works</b>					
	Utility Vehicle	25,460	0	0	22,203	0
	Lg Dump 5yd w/ plow & spreader	0	0	0	120,865	0
	Aerial Bucket, Chassis Mount	0	0	45,310	0	0
	Riding mower zero cut	0	6,198	6,530	0	0
	Sm Dump 1 ton w/ 4x4 & plow	45,216	46,400	46,400	0	0
	Sm Dump 1 ton w/ 4x4	46,400	0	0	0	0
	Sewer Jetter	0	169,220	175,000	0	0
	Pick up 3/4 ton w/ lift gate	0	0	0	0	30,306
	Pick up 3/4 ton w/ lift gate	0	0	0	0	30,306
	Pick up 3/4 ton w/ 4x4 plow	0	0	0	0	36,105
	Tractor/Loader (Backyard)	0	0	0	0	29,826
	Tractor/Backhoe/Loader	95,000	0	0	0	0
	Riding mower zero cut	6,530	0	0	0	0
	<b>TOTAL PUBLIC WORKS</b>	218,606	221,818	273,240	143,068	126,543
16-01-7-730	Computer Equipment	37,000	3,500	5,000	9,743	24,566
16-01-7-767	Municipal Building Maintenance	179,000	70,000	72,000	17,850	4,935
	<b>TOTAL EXPENDITURES</b>	777,156	811,804	462,490	358,980	217,278
	<b>FUND BALANCE</b>	1,552,687	1,690,068	1,538,126	1,969,925	1,801,923

Prior to FY 12 Account Numbers:

16-01-7-740 - Police  
 16-01-7-741 - Fire  
 16-01-7-742-Public Works  
 16-01-7-743-Executive  
 16-01-7-744-Finance  
 16-01-7-745-Inspectional Services  
 16-01-7-750-Municipal Building Maintenance

**CAPITAL EQUIPMENT SCHEDULE  
FY2011-12 THROUGH FY2020-21**

<u>Fiscal Year</u>	<u>Description</u>	<u>Dept.</u>	<u>Qty.</u>	<u>Useful Life (in yrs.)</u>	<u>Cost</u>	<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>
2011-12	Police Squads	Police	2	2	48,500	48,500		
	AED Units	Police	3	10	6,000	6,000		
	Breath Analysis Equipment	Police	1	8	6,000	6,000		
	Cardiac Monitor	Fire	2	10	52,000	52,000		
	Ambulance 1372	Fire	1	16	185,000	185,000		
	Compressor for Air Packs	Fire	1	15	45,050	45,050		
	Utility vehicle	Pub Wks	1	6	25,460	8,486	8,487	8,487
	Sm Dump 1 ton w/4x4	Pub Wks	1	8	46,400	23,200	11,600	11,600
	Tractor/Backhoe/Loader	Pub Wks	1	8	95,000	31,672	31,664	31,664
	Riding mower zero cut	Pub Wks	1	5	6,530	6,530		
	Computer Equipment							
	Computer Workstations	Exec	3	5	7,500	3,749	1,875	1,875
	Laser Printer-Color	Finance	1	5	1,500	750	375	375
	Computer Workstation	P & Z	1	5	3,000	1,500	750	750
	Police Squad Car Laptops	Police	5	5	25,000	25,000		
		<b>Sub-total</b>			<b>37,000</b>	<b>30,999</b>	<b>3,000</b>	<b>3,000</b>
	Municipal Building Maint.							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Bay Doors	Vill Hall	1	7	10,000	10,000		
	HVAC	Vill Hall	1	15	85,000	85,000		
	Bay Doors	PWSC	1	5	9,000	4,500	2,250	2,250
	Exterior Paint	Misc Vill	1	10	3,000		1,500	1,500
	HVAC	Misc Vill	1	15	2,000		1,000	1,000
		<b>Sub-total</b>			<b>114,000</b>	<b>104,500</b>	<b>4,750</b>	<b>4,750</b>
<b>FY2011-2012 Totals</b>					<b>666,940</b>	<b>547,938</b>	<b>59,501</b>	<b>59,501</b>

**CAPITAL EQUIPMENT SCHEDULE  
FY2011-12 THROUGH FY2020-21**

2012-13	Manager's Car	Exec	1	5	20,000	10,000	5,000	5,000
	Envelope Stuffer Machine	Finance	1	5	9,000	1,800	4,500	2,700
	Police Squads	Police	2	2	48,500	48,500		
	Police Squad-Chief	Police	1	5	25,000	25,000		
	Pistol Range Equipment	Police	1	15	36,000	36,000		
	In-Car Video Systems	Police	5	6	26,500	26,500		
	AED Units	Police	2	10	4,000	4,000		
	Car 1390	Fire	1	6	27,000	27,000		
	Copier	I/S	1	5	8,500	8,500		
	Lg Dump 5yd w/plow & spreader	Pub Wks	1	8	116,833	58,417	29,208	29,208
	Walk Behind Asphalt Roller	Pub Wks	1	10	11,135	11,135		
	Sm Dump 1 ton w/4x4 & Plow	Pub Wks	1	8	46,400	23,200	11,600	11,600
	Pick up 3/4 ton w/ util box & hoist	Pub Wks	1	7	43,490		21,745	21,745
	Pick up 3/4 ton w/4x4	Pub Wks	1	7	31,825	15,913	7,956	7,956
	Cargo Van	Pub Wks	1	8	18,030		9,015	9,015
	<b>Computer Equipment</b>							
	Exchange Server/hardware & software	Exec	1	5	7,600	5,700	950	950
	Network Infrastructure (routers, firewall, switches, cabling, etc.)	Exec	1	5	18,000	13,500	2,250	2,250
	Network Replacement Project Services	Exec	1	5	40,000	30,000	7,600	2,400
	Computer Data Cabinet	Finance	1	10	6,000	4,500	750	750
	File Server/network hardware & software	Finance	1	5	12,000	9,000	1,500	1,500
	Computer Workstations	Finance	5	5	12,500	9,375	1,562	1,563
	Financial system software	Finance	1	10	140,000	105,000	17,500	17,500
	File Server/network hardware & software	Police	1	5	12,000	12,000		
	Computer Workstations (CSO, Sgt, Det, Duty Off, Sgt Off, PSC 1 & 3, Chief, DC, Adm Asst)	Police	10	5	25,500	25,500		
	Computer Workstations (Chief, Asst Chief, Radio, Sec, Library, Tr Adm, 2 Tr Room)	Fire	8	5	20,000	20,000		
	Laptop Computers (Pub Ed/Fir Pr)	Fire	1	5	3,000	3,000		
	File Server/network hardware & software	Fire	1	5	12,000	9,000	1,500	1,500
	Computer Workstations (Coord, Adm/Insp)	I/S	2	5	5,000	5,000		
	Computer Workstations (PW Dir, Asst Dir, Sec, Mtce Tech, Mechanic)	Pub Wks	5	5	12,500	6,250	3,125	3,125
	CAD Computer Workstation	Pub Wks	1	5	4,500	2,250	1,125	1,125
	Color Printer	Pub Wks	1	5	600	300	150	150
	<b>Sub-total</b>				<b>331,200</b>	<b>260,375</b>	<b>38,012</b>	<b>32,813</b>
	<b>Municipal Building Maint.</b>							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Interior Paint	PWSC	1	5	4,000	2,000	1,000	1,000
	Parking Lot	PWSC	1	15	80,000	40,000	20,000	20,000
	Plumbing	PWSC	1	5	3,000	1,500	750	750
	Floors	Misc Vill	1	10	3,000		1,500	1,500
	<b>Sub-total</b>				<b>95,000</b>	<b>48,500</b>	<b>23,250</b>	<b>23,250</b>
	<b>FY2012-2013 Totals</b>				<b>898,413</b>	<b>604,840</b>	<b>150,286</b>	<b>143,287</b>

**CAPITAL EQUIPMENT SCHEDULE  
FY2011-12 THROUGH FY2020-21**

<u>Fiscal Year</u>	<u>Description</u>	<u>Dept.</u>	<u>Qty.</u>	<u>Useful Life (in yrs.)</u>	<u>Cost</u>	<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>
2013-14	Police Squad-SUV	Police	1	5	39,760	39,760		
	Police Squad-Detective	Police	1	5	24,000	24,000		
	Engine 1330	Fire	1	20	450,000	450,000		
	Car 1392	Fire	1	6	27,000	27,000		
	Copier	Fire	1	5	7,500	7,500		
	Lg Dump 5yd w/Plow & Spreader	Pub Wks	1	8	116,833	58,417	29,208	29,208
	Asphalt Roller 3 ton	Pub Wks	1	10	12,730	12,730		
	Drive-On Trailer	Pub Wks	1	11	7,955	3,978	1,989	1,989
	Tractor/Backhoe/Loader	Pub Wks	1	8	83,880	27,960	27,960	27,960
	<b>Computer Equipment</b>							
	Heavy dut. laser printers (1 bw/1 color)	Finance	2	5	5,000	2,500	1,250	1,250
		<b>Sub-total</b>			<u>5,000</u>	<u>2,500</u>	<u>1,250</u>	<u>1,250</u>
	<b>Municipal Building Maint.</b>							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Village Hall Parking Lot	Vill Hall	1	15	5,000	5,000		
	Roof	PWSC	1	15	180,000	90,000	45,000	45,000
	Interior Paint	PWSC	1	5	8,000	4,000	2,000	2,000
	Masonry	Misc Vill	1	10	5,000		2,500	2,500
		<b>Sub-total</b>			<u>203,000</u>	<u>104,000</u>	<u>49,500</u>	<u>49,500</u>
	<b>FY2013-2014 Totals</b>				<u>977,658</u>	<u>757,844</u>	<u>109,907</u>	<u>109,907</u>
2014-15	Police Squads	Police	2	2	46,000	46,000		
	Car 1380	Fire	1	10	35,000	35,000		
	Mobile Data Terminals	Fire	10	5	57,500	57,500		
	Cardiac Monitor	Fire	2	10	52,000	52,000		
	Air Compressor, Trailer Mount	Pub Wks	1	14	13,260	6,630	3,315	3,315
	Floor Scrubber	Pub Wks	1	6	12,000	12,000		
	Tractor/Mower	Pub Wks	1	10	37,125	37,125		
	Riding Mower w/ snow blower	Pub Wks	1	5	21,215	21,215		
	<b>Computer Equipment</b>							
	Laptop-Village Wide Loaner	Exec	1	5	2,000	1,500	250	250
	Laser Printer	Fire	1	5	1,500	1,500		
	Network Printer	I/S	1	5	1,500	1,500		
	Laptop Computer-Field	Pub Wks	1	5	3,000	1,500	750	750
	Laser Printer	Pub Wks	1	5	1,850	924	463	463
		<b>Sub-total</b>			<u>9,850</u>	<u>6,924</u>	<u>1,463</u>	<u>1,463</u>
	<b>Municipal Building Maint.</b>							
	Village Hall Carpet	Vill Hall	1	15	75,000	75,000		
	Village Hall HVAC System	Vill Hall	1	15	180,000	162,000	9,000	9,000
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Plumbing	Vill Hall	1	5	5,000	5,000		
		<b>Sub-total</b>			<u>265,000</u>	<u>247,000</u>	<u>9,000</u>	<u>9,000</u>
	<b>FY2014-2015 Totals</b>				<u>465,350</u>	<u>444,424</u>	<u>10,463</u>	<u>10,463</u>

**CAPITAL EQUIPMENT SCHEDULE  
FY2011-12 THROUGH FY2020-21**

<u>Fiscal Year</u>	<u>Description</u>	<u>Dept.</u>	<u>Qty.</u>	<u>Useful Life (in yrs.)</u>	<u>Cost</u>	<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>
2015-16	Copier	Exec	1	5	21,000	10,500	5,250	5,250
	Police Squads	Police	2	2	48,500	48,500		
	Call Recorder	Police	1	6	12,500	12,500		
	Copier	Police	1	5	9,000	9,000		
	Car 1394	Fire	1	6	27,000	27,000		
	Utility vehicle	Pub Wks	1	6	25,460	8,486	8,487	8,487
	Lg Dump 5yd w/Plow & Spreader	Pub Wks	1	8	116,833	58,417	29,208	29,208
	Pick Up 3/4 Ton w/ lift gate	Pub Wks	1	7	29,700	14,850	7,425	7,425
	Pick Up 3/4 Ton w/ lift gate	Pub Wks	1	7	29,700	14,850	7,425	7,425
	Pick Up 3/4 Ton w/4x4 & plow	Pub Wks	1	7	37,125	18,563	9,281	9,281
	Step Van	Pub Wks	1	8	65,310		32,655	32,655
	Riding mower zero cut	Pub Wks	1	5	6,530	6,530		
	Computer Equipment							
	ScanJet Printer	Police	1	5	300	300		
	AutoCAD printer plus plotter	Pub Wks	1	5	3,500	1,750	875	875
	<b>Sub-total</b>				<b>3,800</b>	<b>2,050</b>	<b>875</b>	<b>875</b>
	Municipal Building Maint.							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Exterior Paint	PWSC	1	10	8,000	4,000	2,000	2,000
	Roof	Misc Vill	1	15	3,000		1,500	1,500
	HVAC	Misc Vill	1	15	2,000		1,000	1,000
	Interior Paint	Misc Vill	1	5	2,000		1,000	1,000
	<b>Sub-total</b>				<b>20,000</b>	<b>9,000</b>	<b>5,500</b>	<b>5,500</b>
<b>FY2015-2016 Totals</b>					<b>452,458</b>	<b>240,246</b>	<b>106,106</b>	<b>106,106</b>
2016-17	Village Hall Phone System	Exec	1	7	80,000	60,000	10,000	10,000
	Police Squads	Police	2	2	48,500	48,500		
	Portable Radios	Police	24	6	36,000	36,000		
	Air Packs	Fire	27	15	121,500	121,500		
	Riding mower zero cut	Pub Wks	1	5	6,530	6,530		
	Computer Equipment							
	Laser Printer	Exec	2	5	2,000	1,000	500	500
	Laser Printer-Color	Finance	1	5	1,500	750	375	375
	In-Car Computers	Police	5	5	35,000	35,000		
	<b>Sub-total</b>				<b>38,500</b>	<b>36,750</b>	<b>875</b>	<b>875</b>
	Municipal Building Maint.							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Bay Doors	PWSC	1	5	9,000	4,500	2,250	2,250
	HVAC System	PWSC	1	15	20,000	10,000	5,000	5,000
	<b>Sub-total</b>				<b>34,000</b>	<b>19,500</b>	<b>7,250</b>	<b>7,250</b>
<b>FY2016-2017 Totals</b>					<b>365,030</b>	<b>328,780</b>	<b>18,125</b>	<b>18,125</b>



**CAPITAL EQUIPMENT SCHEDULE  
FY2011-12 THROUGH FY2020-21**

<u>Fiscal Year</u>	<u>Description</u>	<u>Dept.</u>	<u>Qty.</u>	<u>Useful Life (in yrs.)</u>	<u>Cost</u>	<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>
2017-18	Manager's Car	Exec	1	5	20,000	10,000	5,000	5,000
	Envelope Stuffer Machine	Finance	1	5	9,000	1,800	4,500	2,700
	Police Squads	Police	2	2	48,500	48,500		
	Police Squad-Chief	Police	1	5	25,000	25,000		
	Pistols	Police	30	12	15,000	15,000		
	Copier	I/S	1	5	8,500	8,500		
	Utility vehicle	Pub Wks	1	6	25,460	8,486	8,487	8,487
	Lg Dump Syd w/plow & spreader	Pub Wks	1	8	116,833	58,417	29,208	29,208
	Tree Chipper	Pub Wks	1	10	20,470	20,470		
	Tractor/Loader (Skid Steer)	Pub Wks	1	10	26,520		13,260	13,260
	<b>Computer Equipment</b>							
	Exchange Server/hardware & software	Exec	1	5	7,600	5,700	950	950
	Network Infrastructure (routers, firewall, switches, cabling, etc.)	Exec	1	5	18,000	13,500	2,250	2,250
	Network Replacement Project Services	Exec	1	5	40,000	30,000	7,600	2,400
	Computer Workstations	Exec	3	5	7,500	3,750	1,875	1,875
	Computer Workstation	P & Z	1	5	3,000	1,500	750	750
	File Server/network hardware & software	Finance	1	5	12,000	9,000	1,500	1,500
	Computer Workstations	Finance	5	5	12,500	9,375	1,562	1,563
	File Server/network hardware & software	Police	1	5	12,000	12,000		
	Computer Workstations (CSO, Sgt, Det, Duty Off, Sgt Off, PSC 1 & 3, Chief, DC, Adm Asst)	Police	10	5	25,500	25,500		
	Computer Workstations (Chief, Asst Chief, Radio, Sec, Library, Tr Adm, 2 Tr Room)	Fire	8	5	20,000	20,000		
	Laptop Computers (Pub Ed/Fir Pr)	Fire	1	5	3,000	3,000		
	File Server/network hardware & software	Fire	1	5	12,000	9,000	1,500	1,500
	Computer Workstations (Coord, Adm/Insp)	I/S	2	5	5,000	5,000		
	Computer Workstations (PW Dir, Asst Dir, Sec, Mtce Tech, Mechanic)	Pub Wks	5	5	12,500	6,250	3,125	3,125
	CAD Computer Workstation	Pub Wks	1	5	4,500	2,250	1,125	1,125
	Color Printer	Pub Wks	1	5	600	300	150	150
	<b>Sub-total</b>				<b>195,700</b>	<b>156,125</b>	<b>22,387</b>	<b>17,188</b>
	<b>Municipal Building Maint.</b>							
	Bay Floor	Vill Hall	1	10	30,000	30,000		
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Roof	Vill Hall	1	15	180,000	180,000		
	Plumbing	PWSC	1	5	3,000	1,500	750	750
	Bay Floor	PWSC	1	10	12,000	6,000	3,000	3,000
	Interior Paint	PWSC	1	5	4,000	2,000	1,000	1,000
	Masonry	PWSC	1	10	5,000	2,500	1,250	1,250
	Roof	Misc Vill	1	15	2,000		1,000	1,000
	<b>Sub-total</b>				<b>241,000</b>	<b>227,000</b>	<b>7,000</b>	<b>7,000</b>
<b>FY2017-2018 Totals</b>					<b>751,983</b>	<b>579,300</b>	<b>89,841</b>	<b>82,842</b>

**CAPITAL EQUIPMENT SCHEDULE  
FY2011-12 THROUGH FY2020-21**

<u>Fiscal Year</u>	<u>Description</u>	<u>Dept.</u>	<u>Qty.</u>	<u>Useful Life (in yrs.)</u>	<u>Cost</u>	<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>
2018-19	Police Squad-SUV	Police	1	5	39,760	39,760		
	Police Squad-Detective	Police	1	5	24,000	24,000		
	In-Car Video Systems	Police	5	6	25,000	25,000		
	Car 1390	Fire	1	6	27,000	27,000		
	Engine 1340	Fire	1	20	450,000	450,000		
	Copier	Fire	1	5	7,500	7,500		
	Sm Dump 1 ton w/4X4 & plow	Pub Wks	1	8	46,400	23,200	11,600	11,600
	Computer Equipment							
	Heavy dut. laser printers (1 bw/1 color)	Finance	2	5	5,000	2,500	1,250	1,250
		<b>Sub-total</b>			<u>5,000</u>	<u>2,500</u>	<u>1,250</u>	<u>1,250</u>
	Municipal Building Maint.							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Bay Doors	Vill Hall	1	7	25,000	25,000		
	Interior Paint	PWSC	1	5	8,000	4,000	2,000	2,000
	Carpet	PWSC	1	15	5,000	2,500	1,250	1,250
		<b>Sub-total</b>			<u>43,000</u>	<u>36,500</u>	<u>3,250</u>	<u>3,250</u>
<b>FY2018-2019 Totals</b>					<u>667,660</u>	<u>635,460</u>	<u>16,100</u>	<u>16,100</u>

**CAPITAL EQUIPMENT SCHEDULE  
FY2011-12 THROUGH FY2020-21**

<u>Fiscal Year</u>	<u>Description</u>	<u>Dept.</u>	<u>Qty.</u>	<u>Useful Life (in yrs.)</u>	<u>Cost</u>	<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>
2019-20	Police Squads	Police	2	2	48,500	48,500		
	Breath Analysis Equipment	Police	1	8	6,000	6,000		
	Mobile Data Terminals	Fire	10	5	57,500	57,500		
	Car 1392	Fire	1	6	27,000	27,000		
	Sm Dump 1 ton w/4x4 & Plow	Pub Wks	1	8	46,400	23,200	11,600	11,600
	Pick up 3/4 ton w/ util box & hoist	Pub Wks	1	7	43,490		21,745	21,745
	Pick up 3/4 ton w/4x4	Pub Wks	1	7	31,825	15,913	7,956	7,956
	Tractor/Backhoe/Loader	Pub Wks	1	8	83,880	27,960	27,960	27,960
	Computer Equipment							
	Laptop-Village Wide Loaner	Exec	1	5	2,000	1,500	250	250
	Laser Printer-Color	Finance	1	5	1,500	750	375	375
	Laser Printer	Fire	1	5	1,500	1,500		
	Network Printer	I/S	1	5	1,500	1,500		
	Laptop Computer-Field	Pub Wks	1	5	3,000	1,500	750	750
	Laser Printer	Pub Wks	1	5	1,850	924	463	463
	<b>Sub-total</b>				<b>11,350</b>	<b>7,674</b>	<b>1,838</b>	<b>1,838</b>
	Municipal Building Maintenance							
	Masonry	Vill Hall	1	10	25,000	25,000		
	Exterior Paint	Vill Hall	1	10	15,000	15,000		
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Plumbing	Vill Hall	1	5	5,000	5,000		
	Exterior Paint	Misc Vill	1	10	1,000		500	500
	HVAC	Misc Vill	1	15	2,000		1,000	1,000
	Floors	Misc Vill	1	10	7,000		3,500	3,500
	<b>Sub-total</b>				<b>60,000</b>	<b>50,000</b>	<b>5,000</b>	<b>5,000</b>
<b>FY2019-2020 Totals</b>					<b>415,945</b>	<b>263,747</b>	<b>76,099</b>	<b>76,099</b>
2020-21	Copier	Exec	1	5	21,000	10,500	5,250	5,250
	Police Squads	Police	2	2	48,500	48,500		
	Copier	Police	1	5	9,000	9,000		
	Ambulance 1370	Fire	1	16	185,000	185,000		
	Truck 1350	Fire	1	25	750,000	750,000		
	Riding mower zero cut	Pub Wks	1	5	6,530	6,530		
	Lg Dump 5yd w/plow & spreader	Pub Wks	1	8	116,833	58,417	29,208	29,208
	Aerial Bucket, Chassis Mount	Pub Wks	1	10	45,310	45,310		
	Floor Scrubber	Pub Wks	1	6	12,000	12,000		
	Sm Dump 1 ton w/4x4 & Plow	Pub Wks	1	8	46,400	23,200	11,600	11,600
	Cargo Van	Pub Wks	1	8	18,030		9,015	9,015
	Riding Mower w/ snow blower	Pub Wks	1	5	21,215	21,215		
	Computer Equipment							
	ScanJet Printer	Police	1	5	300	300		
	AutoCAD printer plus plotter	Pub Wks	1	5	3,500	1,750	875	875
	<b>Sub-total</b>				<b>3,800</b>	<b>2,050</b>	<b>875</b>	<b>875</b>
	Municipal Building Maintenance							
	Interior Paint	Vill Hall	1	5	5,000	5,000		
	Interior Paint	Misc Vill	1	5	2,000		1,000	1,000
	<b>Sub-total</b>				<b>7,000</b>	<b>5,000</b>	<b>1,000</b>	<b>1,000</b>
<b>FY2020-2021 Totals</b>					<b>1,290,618</b>	<b>1,176,722</b>	<b>56,948</b>	<b>56,948</b>

**CAPITAL EQUIPMENT SCHEDULE**  
**11-20 YEAR ITEMS NOT INCLUDED ON 10 YEAR SCHEDULE**

<u>Fiscal Year</u>	<u>Description</u>	<u>Dept.</u>	<u>Qty.</u>	<u>Useful Life (in yrs.)</u>	<u>Cost</u>	<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>
2021-22	Live Scan System	Police	1	15	100,000	100,000		
2022-23	Roof	Misc Vill	1	15	3,000		1,500	1,500
2022-23	HVAC	Vill Hall	1	15	25,000	25,000		
2023-24	HVAC	Vill Hall	1	15	60,000	60,000		
2024-25	Drive-On Trailer	Pub Wks	1	11	7,955	3,977	1,989	1,989
2024-25	HVAC	Misc Vill	1	15	2,000		1,000	1,000
2026-27	Compressor For Air Packs	Fire	1	15	45,050	45,050		
2026-27	HVAC	Vill Hall	1	15	85,000	85,000		
2026-27	HVAC	Misc Vill	1	15	2,000		1,000	1,000
2027-28	Pistol Range Equipment	Police	1	15	36,000	36,000		
2027-28	Ambulance 1372	Fire	1	16	185,000	185,000		
2027-28	Parking Lot	PWSC	1	15	80,000	40,000	20,000	20,000
2028-29	Air Compressor Trailer Mount	Pub Wks	1	14	13,260	6,630	3,315	3,315
2028-29	Roof	PWSC	1	15	150,000	75,000	37,500	37,500
2028-29	Village Hall Parking Lot	Vill Hall	1	15	5,000	5,000		
2029-30	Pistols	Police	30	12	15,000	15,000		
2029-30	Engine 1320	Fire	1	20	450,000	450,000		
2029-30	Village Hall Hardware	Vill Hall	1	20	10,000	10,000		
2029-30	Village Hall Carpet	Vill Hall	1	15	75,000	75,000		
2030-31	Sewer Jetter	Pub Wks	1	20	175,000			175,000
2030-31	Roof	Misc Vill	1	15	3,000		1,500	1,500
<b>Totals</b>					<u>1,527,265</u>	<u>1,216,657</u>	<u>67,804</u>	<u>242,804</u>

**CALCULATION OF 2011-12 REVENUE CONTRIBUTIONS AND  
10 YEAR PROJECTION OF CAPITAL EQUIPMENT FUND BUDGET**

Fiscal Year	No.	Expenditures Per Capital Equipment Schedule				Projected Revenues				Fund Balance		
		General Fund	Water Portion	Sewer Portion	Total	General Fund	Water Portion	Sewer Portion	Interest/ Auct/Tr-In	Total	Excess/ Deficit	Balance 4-30
2010-11	0											proj 4-30-1' 1,690,068
2011-12	1	547,938	59,501	59,501	666,940	387,589	56,029	54,797	41,360	539,775	(127,165)	1,562,903
2012-13	2	604,840	150,286	143,287	898,413	387,589	56,029	54,797	42,375	540,789	(357,624)	1,205,279
2013-14	3	757,844	109,907	109,907	977,658	387,589	56,029	54,797	40,586	539,001	(438,657)	766,622
2014-15	4	444,424	10,463	10,463	465,350	387,589	56,029	54,797	38,393	536,808	71,458	838,080
2015-16	5	240,246	106,106	106,106	452,458	387,589	56,029	54,797	38,750	537,165	84,707	922,787
2016-17	6	328,780	18,125	18,125	365,030	387,589	56,029	54,797	39,174	537,589	172,559	1,095,346
2017-18	7	579,300	89,841	82,842	751,983	387,589	56,029	54,797	40,037	538,451	(213,532)	881,814
2018-19	8	635,460	16,100	16,100	667,660	387,589	56,029	54,797	38,969	537,384	(130,276)	751,538
2019-20	9	263,747	76,099	76,099	415,945	387,589	56,029	54,797	38,318	536,732	120,787	872,325
2020-21	10	1,176,722	56,948	56,948	1,290,618	387,589	56,029	54,797	38,922	537,336	(753,282)	119,043
		4,402,579	636,428	622,430	5,661,437	3,875,888	560,291	547,967	396,883	5,381,030		

**Adjustments**

-09-10 bud fd bal  
to act ov/(un)  
+fy21 fd bal + to 0  
or - to fy21 exp yr

09-10 budgeted fund bal = 1,160,189

actual = 1,969,925 - prepd fire 434,873 = 1,535,052; diff = (374,863)

20-21 fund bal = 428252; surplus; subtract to high fund bal yr - high exp yr or add to 0 (if deficit)

highest fund bal yr (fy 12) = 1593045; highest exp yr (fy 21) = 1290618

balance - to high exp yr = (fy 12-fy 21) (302427); Adj needed to reduce surplus

Adjusted Total 3,875,888 560,291 547,967 4,984,147

Contribution-fy12 387,589 56,029 54,797 498,415  
77.8% 11.2% 11.0%

**Assumptions:**

-4-30-11 estimated fund balance based on 09-10 audit bal and 10-11 projections per budget

-2011-12 revenue based on annual average

-Over/Under based allocated based on total 10 yr. 11-12 sched exp %s; gen 78% wat 11% sew 11%

-Revenues for years 13-21 based on 11-12 level

# MOTOR FUEL TAX

## **SERVICES PROVIDED:**

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The Motor Fuel Tax (MFT) budget is funded with revenue the Village receives as its share of revenue derived from gasoline taxes. The Illinois Department of Transportation (IDOT) regulates the use of these funds which are restricted to road construction and maintenance. Besides the actual construction and rehabilitation of roads, other maintenance items are also MFT-eligible. These include contract street sweeping, snow and ice control, road salt purchase, sidewalk repair and replacement, electric power for street lights, and street striping.

In addition to the routine maintenance items, Flossmoor has developed a systematic program of maintenance, whereby about two and one-half of the Village's 42.5 miles of streets are resurfaced each year - without exceeding the MFT allocation in any one year.

## **FY11 ACHIEVEMENTS:**

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- Completed the FY11 annual street repair/resurfacing program. This included ADA improvements to sidewalk ramps in the project area.
- Completed numerous catch basin improvements throughout various sections of the Village's storm sewer system.
- Completed street striping at school crosswalks and parking lots.

## **FY12 GOALS:**

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- Conduct the FY12 annual street maintenance program, which includes sidewalk and curb repairs, and resurfacing some 1+/- miles of Village streets.
- Continue catch basin improvements throughout the Village.
- Continue street striping throughout the Village for pedestrian safety.
- Utilize in-house staff to prepare MFT bid books and project documents. This change will save the Village on outside consultant engineering fees.

# MOTOR FUEL TAX

ACCOUNT #	REVENUES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
02-00-1-475	Motor Fuel Tax Allotments	250,000	282,122	250,000	239,191	247,347
02-00-3-440	DCEO-PW Sidewalk Replace Grant	0	0	0	0	20,000
02-00-6-480	Interest Earnings	500	325	2,000	332	5,927
	<b>TOTAL REVENUES</b>	<b>250,500</b>	<b>282,447</b>	<b>252,000</b>	<b>239,523</b>	<b>273,274</b>

## EXPENDITURES

### CURB & SIDEWALK REPAIR AND REPLACEMENT

#### COMMODITIES

02-01-3-605	Concrete	1,000	550	1,000	977	267
02-01-4-657	Sidewalk Replacement Program	0	0	40,000	73,409	72,857
	<b>TOTAL CURB AND SIDEWALK PROGRAM</b>	<b>1,000</b>	<b>550</b>	<b>41,000</b>	<b>74,386</b>	<b>73,124</b>

### ASPHALT MAINTENANCE

#### COMMODITIES

02-01-3-604	LP Fuel	100	0	100	0	0
02-01-3-606	Asphalt Mix	1,500	1,050	1,500	1,177	608
02-01-3-607	Asphalt Materials	100	0	100	0	0

#### CONTRACTUAL SERVICES

02-01-4-635	Annual Street Maintenance	150,000	145,104	150,000	215,642	260,216
02-01-4-645	Engineer and Architect	5,000	15,790	15,000	22,121	15,166
	<b>TOTAL ASPHALT MAINTENANCE</b>	<b>156,700</b>	<b>161,944</b>	<b>166,700</b>	<b>238,940</b>	<b>275,989</b>

### SNOW & ICE CONTROL

#### COMMODITIES

02-01-3-602	Road Salt - Chemicals	50,700	45,170	62,400	40,474	69,198
02-01-3-619	LCC - Bulk Chemical Purchase	3,500	0	3,500	0	0
	<b>SNOW &amp; ICE PROGRAM TOTAL</b>	<b>50,700</b>	<b>45,170</b>	<b>62,400</b>	<b>40,474</b>	<b>69,198</b>



# MOTOR FUEL TAX

		BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		11-12	10-11	10-11	09-10	08-09
<b>ACCOUNT #</b>	<b>TRAFFIC CONTROL &amp; REGULATION</b>					
	<b>COMMODITIES</b>					
02-01-3-610	Street Signs	4,500	4,500	4,500	5,444	5,245
02-01-4-630	Electric, Power and Light	16,800	17,365	16,800	24,537	21,728
02-01-4-631	Street Striping	4,500	3,280	4,500	3,300	4,537
	<b>TRAFFIC CONTROL TOTAL</b>	<b>25,800</b>	<b>25,145</b>	<b>25,800</b>	<b>33,281</b>	<b>31,510</b>
	<b>CATCH BASIN &amp; STORM SEWER REPAIRS</b>					
	<b>COMMODITIES</b>					
02-01-3-603	Miscellaneous Materials	3,000	3,000	3,000	2,190	3,074
	<b>CONTRACTUAL SERVICES</b>					
02-01-4-632	Street Sweeping	0	0	0	0	21,469
	<b>CATCH BASIN PROGRAM TOTAL</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>2,190</b>	<b>24,543</b>
	<b>PROGRAM TOTAL</b>	<b>237,200</b>	<b>235,808</b>	<b>298,900</b>	<b>389,272</b>	<b>474,365</b>

## BUDGET NOTES

# TAX INCREMENT FINANCING

## **SERVICES PROVIDED:**

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The Tax Increment Financing (TIF) Fund accounts for the increment in tax collections from the TIF District located in southwest Flossmoor which was established by the Village in 1991. The purpose of a TIF District is to encourage development and improvement of "blighted" areas. This is done by allowing municipalities to raise funds by selling TIF bonds in order to provide incentives for developers to build in the area. These bonds are then paid back with the increased tax collections generated by the ensuing development. The TIF fund itself provides the accounting mechanism for collecting the increment in tax base over the years, interest income generated by these funds, as well as providing the ability for the Village to execute the incentive-related expenditures.

## **FY11 ACHIEVEMENTS:**

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- Conducted discussions with a commercial developer regarding the feasibility of a supermarket anchored retail development within the TIF.
- Worked with the Department of Public Works and the Village's Consulting Engineer to implement the 198<sup>th</sup> St. infrastructures project. This project, which was virtually completed by December, extended water, sanitary sewer and storm water lines into the interior of the TIF and reconstructed the "substandard" 198<sup>th</sup> St. to Village standards.
- Promoted and marketed the TIF as a location for office and retail development. Village staff attended regional marketing events such as the ICSC Midwest Idea Exchanges to promote the TIF as a location for new development.

## **FY12 GOALS:**

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- Take the necessary steps to implement the extension of a water main along Crawford Ave. between 198<sup>th</sup> St. and Ballantrae.
- Develop updated marketing materials for the TIF District for use in the Village's ongoing marketing/outreach effort.
- Identify additional opportunities to maximize effective use of TIF proceeds particularly in regards to infrastructure extension and other measures to facilitate development of the TIF.

# TIF AREA NO. 1

<u>ACCOUNT #</u>	<u>REVENUES</u>	<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
	<b>FUND BALANCE</b>	1,051,554	2,290,177	2,138,311	1,859,974	1,633,474
05-00-1-414	Property Tax	296,000	296,000	296,000	444,439	296,055
05-00-6-480	Interest	5,000	4,877	5,000	6,250	20,911
	<b>TOTAL REVENUE</b>	301,000	300,877	301,000	450,689	316,966
<hr/>						
	<b>EXPENDITURES</b>					
05-01-3-603	Postage	100	0	100	5	10
05-01-4-630	Professional Services	10,000	0	10,000	0	56,366
05-01-4-633	Accounting and Audit Service	800	800	800	772	747
05-01-4-634	Miscellaneous Services	0	0	0	0	0
05-01-4-653	TIF Planning and Promotion	7,000	0	7,000	1,577	1,939
05-01-7-701	Crawford Avenue Water Main Extension	196,100	0	196,100	0	0
05-01-7-702	198th Street Water Main	41,115	381,000	241,285	3,714	16,129
05-01-7-703	198th Street Sanitary Sewers	41,155	381,000	190,485	3,714	13,969
05-01-7-704	198th Street Reconstruction & Storm Sewer	77,703	762,000	774,574	10,704	1,307
05-01-7-762	Meinheit Water Tower Painting & Repairs	120,000	0	0	0	0
05-01-9-908	Transfer To Water Fund	14,700	14,700	14,700	14,700	14,700
	<b>TOTAL FUNCTION</b>	508,673	1,539,500	1,435,044	35,186	105,166
<hr/>						
	<b>FUND BALANCE</b>	843,881	1,051,554	1,004,267	2,290,177	1,859,974
<hr/>						

## DEBT SERVICE

### **SERVICES PROVIDED:**

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The Debt Service Fund accounts for principal and interest payments on outstanding general obligation (G.O.) debt for the Village. The Village has one outstanding general obligation bond issue; the 2009 Advance G.O. Refunding Bond Issue which refinanced the 2002 Library Construction Bond Issue.

The 2009 Refunding Bond Issue was issued in FY 10 in the amount of \$5,735,000 with a 12 year term and payments due on June 1 and December 1 each year through 2021. The balance on the 2009 Refunding Bond Issue at April 30, 2011 will be \$5,670,000.

The 2002 Library Construction Bond Issue was originally issued in FY 02 in the amount of \$7,980,000 with a 20 year term.

# DEBT SERVICE

ACCOUNT #	REVENUES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b>REVENUES</b>						
06-00-1-417	Property Taxes-SSA #2	0	0	0	0	165
06-00-1-418	Property Taxes-2002 GO Issue	0	408,656	390,938	564,515	665,700
06-00-1-419	Property Taxes-2009 GO Refunding	617,016	261,272	250,649	120,175	
06-00-9-418	Transfer fr 2009 GO Ref-Abatement	0	6,533	3,000	0	
<b>TOTAL REVENUES</b>		617,016	676,461	644,587	684,690	665,865
<b>EXPENDITURES</b>						
06-01-8-820	Debt Serv-2002 GO Issue-Principal	0	375,000	375,000	360,000	340,000
06-01-8-821	Debt Serv-2002 GO Issue-Interest	0	15,938	15,938	283,960	297,900
06-01-8-822	Agent Fees-2002 GO Issue	0	350	350	350	350
06-01-8-825	Debt Serv-2009 GO Refund-Principal	430,000	65,000	65,000		
06-01-8-826	Debt Serv-2009 GO Refund-Interest	193,550	185,649	185,649		
06-01-8-827	Agent Fees-2009 GO Refund Issue	350	350	350		
<b>TOTAL EXPENDITURES</b>		623,900	642,287	642,287	644,310	638,250

## **POLICE PENSION FUND**

### **SERVICES PROVIDED:**

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The Police Pension Fund accounts for contributions, investments and expenses related to the statutorily required pension plan for full-time Village police personnel. Contributions to the Fund are comprised of a 9.91% payroll deduction for participating employees plus the annual employer's contribution provided through the Village's tax levy which is determined by an actuarial report. The fund balance is invested per the direction of the Police Pension Board in various securities to generate income while still maintaining sufficient liquidity to meet any expenses and pension payment obligations.



# POLICE PENSION FUND

ACCOUNT #	REVENUES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
10-00-6-480	Interest	487,000	496,000	436,000	193,807	188,093
10-00-6-481	Unrealized Gain/(Loss)-Investments	0	0	0	377,192	(1,298,536)
10-00-6-482	Realized Gain/(Loss)-Sale of Investments	0	76,000	0	650,877	0
10-00-6-483	Emp. Pension Cont. - PPRT	3,400	3,900	3,900	4,379	4,958
10-00-6-484	Emp. Pension Cont. - Property Tax	461,454	443,590	471,579	392,460	257,880
10-00-6-485	Member Contributions	136,000	130,520	147,000	136,264	134,085
10-00-6-487	Contributions/Donations	0	0	0	75	0
10-00-6-489	Dividends	0	0	0	0	0
<b>TOTAL REVENUES</b>		<b>1,087,854</b>	<b>1,150,010</b>	<b>1,058,479</b>	<b>1,755,054</b>	<b>(713,520)</b>

<b>EXPENDITURES</b>						
10-01-1-598	Clerk Salary	3,600	3,600	3,600	3,600	3,600
10-01-2-592	Pension Benefit Payments	809,000	736,000	777,000	668,855	639,872
10-01-2-593	Disability Benefit Payments	40,000	0	0	0	0
10-01-3-610	Miscellaneous	1,850	1,850	1,850	1,479	778
10-01-3-620	Investment Expenses	7,000	7,010	7,000	10,321	1,976
10-01-4-630	Department of Insurance Fees	1,960	1,743	1,750	2,016	1,991
10-01-4-633	Accounting Services	2,390	2,200	1,253	1,213	1,174
10-01-4-634	Actuary Services	1,700	1,500	1,500	1,500	1,500
10-01-4-644	Legal Services	25,000	25,000	15,000	0	534
10-01-4-650	Investment Manager Fees	17,200	16,800	16,500	13,684	0
10-01-5-661	Training	3,500	2,310	1,250	0	0
<b>TOTAL FUNCTION</b>		<b>913,200</b>	<b>798,013</b>	<b>826,703</b>	<b>702,668</b>	<b>651,425</b>

## **FIRE PENSION FUND**

### **SERVICES PROVIDED:**

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The Fire Pension Fund accounts for contributions, investments and expenses related to the statutorily required pension plan for full-time Village firefighting personnel. Contributions to the Fund are comprised of a 9.455% payroll deduction for participating employees plus the annual employer's contribution provided through the Village's tax levy which is determined by an actuarial report. The fund also has a member contributing an additional 1.000% payroll deduction for continued service credit from a previous fire pension fund employer. The fund balance is invested per the direction of the Fire Pension Board in various securities to generate income while still maintaining sufficient liquidity to meet any expenses and pension payment obligations.

# FIRE PENSION FUND

<u>ACCOUNT #</u>	<u>REVENUES</u>	<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
11-00-6-480	Interest	60,000	26,800	60,000	31,991	58,598
11-00-6-481	Unrealized Gain/Loss-Investments	0	0	0	(4,140)	9,994
11-00-6-482	Unrealized Gain/Loss-ITT Hartford	16,000	12,000	12,000	75,282	(109,501)
11-00-6-483	Unrealized Gain/Loss-Aviva	13,000	12,000	12,000	29,388	
11-00-6-484	Emp. Pension Cont. - Property Tax	112,746	82,084	86,591	78,914	77,923
11-00-6-485	Member Contributions	29,800	27,200	29,300	25,263	26,963
	<b>TOTAL REVENUES</b>	<b>231,546</b>	<b>160,084</b>	<b>199,891</b>	<b>236,698</b>	<b>63,977</b>
<hr/>						
	<b><u>EXPENDITURES</u></b>					
11-01-2-592	Pension Benefit Payments	206,000	175,000	163,000	146,637	68,818
11-01-2-594	Pension Repayment-Sewell	0	6,981			
11-01-4-630	Department of Insurance Fees	400	383	390	385	364
11-01-4-634	Miscellaneous Services	6,050	5,910	5,910	4,590	4,590
11-01-4-644	Legal Services	2,500	2,300	2,500	2,000	1,400
11-01-4-655	Bank Service Charges	600	510	600	500	500
11-01-5-661	Training	1,500	1,500	1,500	250	0
	<b>TOTAL FUNCTION</b>	<b>217,050</b>	<b>192,584</b>	<b>173,900</b>	<b>154,362</b>	<b>75,672</b>

## 2009 G.O. REFUNDING BONDS FUND

### **SERVICES PROVIDED:**

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The 2009 G.O. Refunding Bonds Fund accounts for financial activity of funds sent to the Village on the December 18, 2009 closing date for the 2009 Advance G.O. Refunding Bond Issue. Financial activity included bond proceeds paid directly to the Village at closing and payment of bond issue costs.

The fund was closed in June 2010 and the excess fund balance was transferred to the Debt Service Fund and utilized to abate the 2010 bond and interest tax levy.

# 2009 G.O. REFUNDING BONDS

<u>ACCOUNT #</u>	<u>REVENUES</u>	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
BOND ISSUE REVENUES						
18-00-6-410	Bond Issue Proceeds	0	0	0	5,735,000	
18-00-6-411	Bond Issue Premium	0	0	0	205,844	
18-00-6-480	Interest	0	3	15	12	
TOTAL REVENUES		0	3	15	5,940,856	0
EXPENDITURES						
BOND ISSUE COSTS						
18-01-8-770	Bond Issue Costs	0	0	0	48,495	
18-01-8-771	Bond Issue Underwriter Discount	0	0	0	43,071	
18-01-8-775	Payment to Escrow Agent	0	0	0	5,842,759	
TRANSFERS						
18-01-9-406	Transfer To Debt Service Fund	0	6,533	6,534	0	
TOTAL EXPENDITURES		0	6,533	6,534	5,934,325	0

## 11-501 "J" FUND

### **SERVICES PROVIDED:**

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The 11-501 "J" Fund was established as a receptacle for funds obtained through 730 ILCS 5/5-5-3(b) (8). State statute provides for the reimbursement of emergency services expenses to the community by persons convicted of Driving Under the Influence. Funds obtained through this program can be used to enhance the enforcement of DUI laws and related education expenses only. This fund, as it grows, will be available for the purchase of equipment/supplies related to DUI enforcement and education.

### **FY11 ACHIEVEMENTS:**

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- \$2,668 was awarded to the Village of Flossmoor in FY10; for the first half of this fiscal year \$932 has been received as a result of this program.
- The department's D.A.R.E. officer continues to teach D.A.R.E. classes at four District 161 schools and Infant Jesus of Prague School.

### **FY12 GOALS:**

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- The Police Department will file the necessary petitions for restitution in the case of every DUI arrest that requires supplemental emergency response as provided by statute.
- We will continue to utilize funds to help sustain the D.A.R.E. program and other DUI enforcement.

# 11-501 "J" FUND

<u>ACCOUNT #</u>	<u>REVENUES</u>	<u>BUDGET</u> <u>11-12</u>	<u>PROJ'D</u> <u>10-11</u>	<u>BUDGET</u> <u>10-11</u>	<u>ACTUAL</u> <u>09-10</u>	<u>ACTUAL</u> <u>08-09</u>
	<b>FUND BALANCE</b>	7,771	8,571	5,733	5,903	8,815
25-00-5-470	Fines and Forfeitures	1,800	1,400	2,400	2,668	1,539
	<b>TOTAL REVENUE</b>	1,800	1,400	2,400	2,668	1,539
<hr/>						
	<b><u>EXPENDITURES</u></b>					
	<b><u>Commodities</u></b>					
25-01-3-610	D.U.I. Enforcement and Educational	2,200	2,200	2,200	0	2,384
	<b><u>Training</u></b>					
25-01-5-661	DARE Training	0	0	1,900	0	2,067
	<b>TOTAL FUNCTION</b>	2,200	2,200	4,100	0	4,451
<hr/>						
	<b>FUND BALANCE</b>	7,371	7,771	4,033	8,571	5,903
<hr/>						



# DRUG FORFEITURE FUND

## **SERVICES PROVIDED:**

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The Drug Forfeiture Fund was established in 1993 as a receptacle for funds obtained through forfeiture when those funds are connected to a drug-related arrest. State statute requires that funds obtained through forfeiture be kept separate from other funds and used only for the enforcement of laws governing cannabis and controlled substances. This fund, as it grows, will be available for the purchase of equipment related to drug enforcement.

## **FY11 ACHIEVEMENTS:**

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- The Deputy Chief of Police is the Network III tactical unit coordinator. Funds are utilized to support the activity of the Network III tactical unit. This unit logged over 1,000 contacts with multiple felony and misdemeanor arrests, assisting our Department at several sporting events, and investigations.
- The fund received \$2,030 in forfeited currency and the auction of forfeited property in FY 10 and one vehicle for drug enforcement purposes. So far this fiscal year the fund has received \$1,092 and one forfeiture is currently pending with the circuit court.
- Funds are used for membership fees and to pay for the equipment and training needs of our officer assigned to the South Suburban Emergency Response Team (S.S.E.R.T.).

## **FY12 GOALS:**

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- The Police Department will continue to be alert for opportunities to obtain forfeiture of funds and assets when those funds and assets are connected to drug-related arrests.
- Use of money in the Drug Forfeiture Fund will be considered whenever a need for a drug enforcement/education related expenditure is identified.
- Funds will continue to be budgeted to support the Network III tactical team and the S.S.E.R.T.

# DRUG FORFEITURE FUND

ACCOUNT #	FUND BALANCE	BUDGET	PROJ'D	BUDGET	ACTUAL	ACTUAL
		11-12	10-11	10-11	09-10	08-09
		8,722	8,510	8,510	9,711	10,430
<b>REVENUES</b>						
26-00-6-480	Interest Earnings	25	23	50	14	114
26-00-6-486	Forfeitures	887	1,638	1,500	1,175	(270)
26-00-6-489	Auction Proceeds	0	0		855	
	<b>TOTAL REVENUE</b>	<b>912</b>	<b>1,661</b>	<b>1,550</b>	<b>2,044</b>	<b>(156)</b>
<b>EXPENDITURES</b>						
<b>Commodities</b>						
26-01-3-610	Miscellaneous	4,763	645	4,423	1,774	563
<b>Capital Outlay/Non-Operating</b>						
26-01-7-701	So. Sub Emer. Res. Tm. Equip.	4,520	804	3,302	1,471	0
	<b>EXPENDITURES</b>	<b>9,283</b>	<b>1,449</b>	<b>7,725</b>	<b>3,244</b>	<b>563</b>
	<b>FUND BALANCE</b>	<b>351</b>	<b>8,722</b>	<b>2,335</b>	<b>8,510</b>	<b>9,711</b>

# PUBLIC ART PROGRAM

## SERVICES PROVIDED:

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The Public Art Program has been created to enhance the Village by placing outdoor sculpture and gardens in public areas. The program is planned to be a long-term effort funded by donations from residents who wish to contribute for a memorial to a loved one or a celebration of community. The goals of the Public Art Program are as follows:

- To enhance the appearance of the Village by placing outdoor sculpture and gardens in public places.
- To create a "signature" for the community and allow the Village to market its traditions of excellence in a very visible program.
- To educate and encourage Village residents and neighboring communities, especially the youth, to appreciate and support visual arts and creative landscape.
- To provide an opportunity for significant artists to showcase their art.

## FY11 ACHIEVEMENTS:

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- Raised \$2,000 with the engraved brick program, quarterly water bill and general donation fundraising efforts. The engraved bricks will be installed in the summer of 2011 in the downtown traffic circle.
- Updated the *Flossmoor Sculpture Gardens* brochure.
- Partnered with the Homewood Area Chamber to promote the Fine Arts Fair in June 2010.
- Promote the brick fundraising efforts throughout the year.
- Created the first-ever *Flossmoor Sculpture Gardens* full-color catalog.
- Revisit, advertise and increase the honorarium for acquiring new sculptures for the rotational program.

## FY12 GOALS:

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- Send completed maintenance plan of the permanent pieces in the collection to the Board of Trustees for approval.
- Complete the second phase of the permanent sculpture maintenance program.
- Seek corporate and government grants and general donations for Flossmoor's art program.
- Acquire one to two new rotational sculptures for the Flossmoor Sculpture Gardens.
- Develop an educational curriculum.
- Podcast our collections and have a virtual tour.
- Continue to participate in the Homewood Area Chamber to promote the Fine Arts Fair in June 2011.

# PUBLIC ART PROGRAM

ACCOUNT #		BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
BEGINNING BALANCE		51,258	17,269	17,437	17,357	14,030
<b>REVENUES</b>						
27-00-6-480	Interest	100	100	250	19	131
27-00-6-486	Miscellaneous Revenue	0	0	0	0	0
27-00-6-487	Contributions/Donations	4,000	3,200	5,000	3,997	7,384
TOTAL REVENUES		4,100	3,300	5,250	4,016	7,514
<b>EXPENDITURES</b>						
<b>COMMODITIES</b>						
27-01-3-619	Program Commodities	0	0	50	0	0
	Brick Purchases	500	150	500	0	
TOTAL COMMODITIES		500	150	550	0	0
<b>CONTRACTUAL SERVICES</b>						
27-01-4-630	Art Consultant	100	0	100	0	0
27-01-4-634	Miscellaneous Services	150	0	150	114	584
27-01-4-635	Printing	1,000	2,564	1,000	891	357
27-01-4-638	Advertising	400	300	400	0	275
27-01-4-645	Special Events/Projects	1,000	0	1,500	167	62
27-01-4-646	Educational Programming	200	0	200	200	0
27-01-4-650	Rotational Sculpture Program	5,000	0	5,000	2,500	2,500
	Artists' Honoraria					
	Artwork Transportation					
	Artwork Installation					
27-01-4-651	Brick Installation	0	0	500	168	305
TOTAL CONTRACTUAL SERVIC		7,850	2,864	8,850	4,041	4,082
<b>TRAINING</b>						
27-01-5-660	Membership Dues & Subscriptions	100	55	250	55	105
27-01-5-661	Training/Transportation	50	0	50	9	0
TOTAL TRAINING		150	55	300	64	105
<b>PROGRAM MAINTENANCE</b>						
27-01-6-677	Program Maintenance					
	Sculpture Maintenance	6,000	0	0	0	0
	Landscape Maintenance	1,000	0	0	0	0
TOTAL MAINTENANCE		7,000	0	0	0	0
TOTAL FUNCTION		15,500	3,069	9,700	4,104	4,187
ENDING FUND BALANCE		39,858	17,500	12,987	17,269	17,357

# PUBLIC ART PROGRAM MAINTENANCE

ACCOUNT #		BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b>SCULPTURE AND LANDSCAPE MAINTENANCE</b>						
	BEGINNING BALANCE	0	33,958	40,458	46,767	46,172
<hr/>						
	<b><u>REVENUES</u></b>					
29-00-6-480	Interest Earnings	0	0	500	0	595
	<b>TOTAL REVENUES</b>	0	0	500	0	595
<hr/>						
	<b><u>EXPENDITURES</u></b>					
	<b><u>PERSONAL SERVICES</u></b>					
<hr/>						
	<b><u>FRINGE BENEFITS</u></b>					
<hr/>						
	<b><u>COMMODITIES</u></b>					
29-01-3-615	Small Tools and Equipment	0	0	0	0	0
29-01-3-619	Program Commodities		0	0	0	0
	<b>TOTAL COMMODITIES</b>	0	0	0	0	0
<hr/>						
	<b><u>MAINTENANCE</u></b>					
29-01-6-677	Program Maintenance					
	Sculpture Maintenance	0	0	6,000	6,309	0
	Landscape Maintenance	0	200	1,000	0	0
	<b>TOTAL MAINTENANCE</b>	0	200	7,000	6,309	0
<hr/>						
	<b>TOTAL LANDSCAPE AND SCULPTURE MAINTENANCE</b>	0	200	7,000	6,309	0
<hr/>						
	<b>ENDING FUND BALANCE</b>	0	33,758	33,958	40,458	46,767

## **BUDGET NOTES**

# FOREIGN FIRE INSURANCE FUND

## **SERVICES PROVIDED:**

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The Foreign Fire Insurance Fund accounts for the tax or license fee paid by insurance companies, which are not incorporated in the State of Illinois and are engaged in effecting fire insurance within our municipal boundaries. The fee is paid annually to the Foreign Fire Insurance Board Treasurer for the maintenance, use and benefit of the Fire Department as determined by the Fire Department Foreign Fire Insurance Board.

## **FY11 ACHIEVEMENTS:**

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- The Board approved funds to complete the alteration and remodel of the dorm facilities to create a better environment for 24 hour personnel and "sleep-in" volunteers. **STATUS:** Complete. Dormitory bedding was purchased, code compliant entry doors were installed, and HVAC improvements were made to better regulate temperature and air flow thereby creating a healthier environment for sleep-in personnel.

## **FY12 GOALS:**

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- The Foreign Fire Insurance Board intends to purchase equipment requested by the Fire Department membership for the maintenance, use and benefit of the Fire Department.



# FOREIGN FIRE INSURANCE

<u>ACCOUNT #</u>	<u>REVENUES</u>	<u>BUDGET</u> 11-12	<u>PROJ'D</u> 10-11	<u>BUDGET</u> 10-11	<u>ACTUAL</u> 09-10	<u>ACTUAL</u> 08-09
	Beginning Fund Balance	42,554	34,582	38,705	50,483	41,974
28-00-1-407	Foreign Fire Insurance Taxes	13,016	13,016	11,102	11,102	8,071
28-00-6-480	Interest	40	40	120	98	438
	<b>TOTAL REVENUES</b>	<b>13,056</b>	<b>13,056</b>	<b>11,222</b>	<b>11,200</b>	<b>8,509</b>
	<b><u>EXPENDITURES</u></b>					
	<b><u>COMMODITIES</u></b>					
28-01-3-615	Tools and Equipment	5,000	0	5,000	0	0
	<b>TOTAL COMMODITIES</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>0</b>
	<b><u>TRAINING</u></b>					
28-01-5-664	Training Materials	15,000	0	15,000	0	0
	<b>TOTAL TRAINING</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>
	<b><u>CONTRACTUAL SERVICES</u></b>					
28-01-4-634	Miscellaneous Services	0	5,084	0	0	0
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>0</b>	<b>5,084</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b><u>CAPITAL OUTLAY/NON-OPERATING</u></b>					
28-01-7-702	Dormatory and Locker Room Upgrades	0	0	0	27,101	0
	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,101</b>	<b>0</b>
	<b>TOTAL EXPENDITURES</b>	<b>20,000</b>	<b>5,084</b>	<b>20,000</b>	<b>27,101</b>	<b>0</b>
	<b>ENDING FUND BALANCE</b>	<b>35,610</b>	<b>42,554</b>	<b>29,927</b>	<b>34,582</b>	<b>50,483</b>

## **9-1-1 FUND**

### **SERVICES PROVIDED:**

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The 9-1-1 Fund was established by referendum in 1989 as a funding source for providing telephone users within the Village of Flossmoor with access to Fire, Police and Emergency Medical Service by dialing the three digits – 9-1-1. Because the Flossmoor Volunteer Fire Department also services the Sunnycrest Fire Protection District by contract, that area is included in the Flossmoor 9-1-1 service on a shared cost basis. Funds are used to purchase/maintain equipment and compensate employees involved in the emergency reception/dispatch service.

E-Com, a combined emergency communications center, has replaced the Village's emergency communications function; all 9-1-1 surcharge receipts are forwarded directly to E-Com and expended under the authority of the joint ETSB.

### **FY11 ACHIEVEMENTS:**

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- This year saw the retirement of the E-Com Executive Director and the successful search for her replacement. The Village Manager and Police Chief participated in the search by serving on the search and selection committee.
- E-Com and the Village departments using its services continued in the spirit of cooperation in developing new policies and refining existing policies to promote the efficient and effective operation of both entities.
- Participating departments continued to explore ways to use E-Com provided software to the fullest.
- E-Com, Network III and their member departments are scheduled to begin full participation in the Cook County Sheriff's Interoperable Radio System after researching the most efficient solution to the pending Federal mandate for the narrow banding of radio frequencies.

### **FY12 GOALS:**

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- To continue the high level of service provided to the Village's residents and visitors through participation in the E-Com oversight and planning committees including the Board of Directors; Facilities, Finance, New Member, Operating, and Personnel Committees; Police, Fire and Public Works Subcommittees.

# 9-1-1 FUND (EMERGENCY TELEPHONE SYSTEM)

ACCOUNT #					
	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
<b><u>REVENUES</u></b>					
30-00-1-416 Telephone Surcharge	128,817	126,644	126,644	122,584	135,879
<b>TOTAL REVENUES</b>	128,817	126,644	126,644	122,584	135,879
<b><u>EXPENDITURES</u></b>					
30-01-4-650 E-Com Operating Budget Contribution	128,817	126,644	126,644	122,584	135,879
30-01-7-730 E-Com Operating Reserve Fund Contribution					
30-01-7-731 E-Com Capital Equipment Fund Contribution					
<b>TOTAL EXPENDITURES</b>	128,817	126,644	126,644	122,584	135,879

# MUNICIPAL PARKING LOTS FUND

## SERVICES PROVIDED:

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The Village operates and maintains two commuter lots: the South Lot, with 208 spaces available for lease, and the North Lot, with 84 spaces available for lease. In addition to the 84 commuter spaces, and because parking is limited in the Central Business District, 29 spaces in the North Lot are leased to merchants for their use and their employees. The Central Drive Lot contains 38 regular parking spaces and two handicapped spaces. Sixteen additional spaces are leased to merchants in lots on the south side of Central Drive. In order to maximize use of each available commuter parking space, the lots are over sold each month by 10%, and a number of permits are available for daily parking. Revenues from this fund are used exclusively to cover the operating and maintenance costs of the municipal lots and other associated commuter access amenities. The Village also maintains the Flossmoor Library Lot, in addition to its customer parking there are 6 merchant leased and 9 occasional commuter spaces available.

## FY11 ACHIEVEMENTS:

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- The revenue for commuter and merchant parking generates adequate revenue to build a fund to provide current minor maintenance and future major maintenance for all of the parking lots.
- Restriped the North Commuter, South Commuter, Central Drive, and Library lots.
- Completed the third round of Central Business District seasonal flag replacement with the purchase of 100 springtime flower flags.
- Enhanced leaf and debris clean-up throughout the North and South parking lots.

## FY12 GOALS:

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- To constantly evaluate the parking needed in the downtown area so that the Village is responsive to the multiple demands for the very limited spaces available.
- Enhance landscape maintenance at the South Commuter Parking Lot.
- Conduct annual parking lot striping on all commuter parking lots.
- Continue to pursue funding assistance for the replacement of the 84 decorative lights in the Central Business District.
- Conduct the pavement resurfacing of the Central Drive lot.

# MUNICIPAL PARKING LOTS FUND

<u>GRANT CONTROL PARKING</u>		BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
Unrestricted Net Assets (Beginning)		65,812	83,552	84,008	89,658	91,652
<b>REVENUES</b>						
41-00-6-480	Interest	500	200	500	105	1,153
	Commuter Parking Rental					
	Merchant/Individual Parking					
41-00-7-450	North Lot - 22 spaces	9,240	9,240	9,240	9,240	9,240
41-00-8-450	South Lot - 204 spaces	114,310	114,310	114,310	112,657	113,078
<b>TOTAL GRANT CONTROL REVENUES</b>		124,050	123,750	124,050	122,002	123,471
<b>EXPENDITURES</b>						
<u>North Lot</u>						
41-30-4-634	Miscellaneous Services	800	902	800	668	1,125
41-30-6-677	Village Maintenance	250	250	250	359	157
41-30-9-901	Transfer to General Fund for Operating Expenses	12,059	11,838	11,838	11,470	11,140
<b>Total North Lot Expenditures</b>		13,109	12,990	12,888	12,497	12,422
<u>South Lot</u>						
41-31-4-634	Miscellaneous Services	1,000	800	1,000	260	553
41-31-6-677	Maintenance and Repairs	1,000	550	1,000	651	1,053
41-31-9-901	Transfer to General Fund for Operating Expenses	120,591	118,384	118,384	114,698	111,398
<b>Total South Lot Expenditures</b>		122,591	119,734	120,384	115,609	113,004
<u>Commuter Access</u>						
41-33-7-790	Depreciation Expense	0	0	0	0	0
<b>Total Expenses: Commuter Access</b>		0	0	0	0	0
<b>TOTAL GRANT CONTROL EXPENSES</b>		135,700	132,724	133,272	128,106	125,426
<b>GRANT CONTROL LOTS</b>						
<b>ENDING UNRESTRICTED NET ASSETS*</b>		56,590	65,812	74,786	83,552	89,656

\*Cash basis reported in FY09 Actual column.

# MUNICIPAL PARKING LOTS FUND

ACCOUNT #	MUNICIPAL CONTROL PARKING LOTS	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
	Unrestricted Net Assets (Beginning)	132,238	117,753	110,850	96,220	151,097
<b>REVENUES</b>						
	<u>Miscellaneous</u>					
40-00-6-480	Interest	750	200	750	172	1,803
	<u>North Parking Lot</u>					
40-00-7-450	Commuter Parking less 22 spaces	33,430	33,430	33,430	33,367	32,275
40-00-7-451	Merchant/Individual Parking Space Rental	9,230	9,230	9,230	8,006	7,104
	<b>Total North Lot Revenue</b>	43,410	42,860	43,410	41,545	41,182
<hr/>						
	<u>Miscellaneous Leased Parking</u>					
40-00-8-451	Merchant/Individual Parking Space Rental (Central Drive and Library)	6,580	6,580	6,580	7,083	6,687
	<b>Total Miscellaneous Revenue</b>	6,580	6,580	6,580	7,083	6,687
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	<b>TOTAL REVENUES</b>	49,990	49,440	49,990	48,628	47,869
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<b>EXPENDITURES</b>						
40-30-4-634	Miscellaneous Services	1,800	1,350	1,800	575	1,702
40-30-6-677	Maintenance and Repairs	0	0	100	0	0
40-30-6-682	CBD Flags	1,500	1,500	1,500	1,138	1,345
40-30-7-704	North Lot Resurfacing	0	0	0	0	54,472
	<b>Total North Lot Expenditures</b>	3,300	2,850	3,400	1,713	57,519

# MUNICIPAL PARKING LOTS FUND

ACCOUNT #	EXPENDITURES	BUDGET 11-12	PROJ'D 10-11	BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09
	<u>Central Drive/Library Lot</u>					
40-32-4-634	Miscellaneous Services	2,800	2,350	2,800	1,803	1,223
40-32-6-677	Maintenance and Repairs	250	100	250	250	112
40-32-7-701	Central Drive Lot Resurfacing	40,000	0	0	0	0
	<b>Total Central Drive/Library Lot</b>	<b>43,050</b>	<b>2,450</b>	<b>3,050</b>	<b>2,053</b>	<b>1,335</b>
	<u>Commuter Access</u>					
40-33-1-590	Overtime - Central Business District	4,391	4,305	4,305	3,125	3,234
40-33-1-591	Part-Time Employees	13,500	13,500	13,500	12,729	13,062
40-33-1-592	Temporary Employees	9,150	0	9,150	0	10,428
40-33-3-615	Small Tools and Equipment	250	150	250	44	77
40-33-4-634	Miscellaneous Services	5,100	5,100	5,100	4,951	5,648
40-33-6-671	Maintenance and Supplies	6,600	6,600	6,600	2,480	6,020
40-33-7-790	Depreciation Expense	0	0	0	0	4,471
40-33-7-791	Loss on Disposal	0	0	0	0	952
	<b>Total C.B.D. Expenditures</b>	<b>38,991</b>	<b>29,655</b>	<b>38,905</b>	<b>23,329</b>	<b>43,892</b>
	<b>TOTAL EXPENDITURES</b>	<b>85,341</b>	<b>34,955</b>	<b>45,355</b>	<b>27,095</b>	<b>102,746</b>
	<b>MUNICIPAL CONTROL ENDING UNRESTRICTED NET ASSETS*</b>	<b>96,887</b>	<b>132,238</b>	<b>115,485</b>	<b>117,753</b>	<b>96,220</b>

\*Cash basis reported in FY09 Actual column.



# LIBRARY

## **SERVICES PROVIDED:**

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The purpose of the Flossmoor Public Library is to acquire, organize and make accessible the information, materials and services most desired by the residents of this Village; to provide opportunity and encouragement for patrons of all ages to educate themselves continuously; and to serve as a convenient point of access for any needed material or information.

The Library's circulating collection contains over 80,000 books, as well as magazines, newspapers, books on tape and CD, music on CD, movies on DVDs, and downloadable audio books and movies. The Library's reference collection contains print materials as well as extensive automated resources. For example, thousands of magazine and newspaper articles are available on line both at the Library and remotely from a home computer. Fast Internet Access with both cable and a T1 line is available for patron use as well as computers for word processing needs. Wireless access is also available at the Library.

The Library's participation in SWAN (the System-Wide Area Network) allows it to provide public access to an extensive range of materials and services. The SWAN database is a cooperative on-line catalog that contains the holdings of over 80 libraries. Patrons can search SWAN from computer terminals in the Library or from their home or office computer. Patrons can borrow materials from other libraries and have them delivered to Flossmoor Library. In addition, patrons may use their library card to directly check out materials from public libraries throughout the state, as well as from local college libraries. Additionally, Flossmoor is part of a Library System that is merging with four other systems in the northern half of the state to create a new, much larger system. Hopefully, this will expand our borrowing capabilities.

The friendly, service-oriented staff is on hand to provide service seven days a week, including reference and readers' advisory services, at the Library, over the telephone or through email.

The Library provides a variety of programs for all ages. For example, the Youth Services Department provides opportunities for younger patrons to expand their horizons through year-round story times and other special programs. Through participation in the Teen Board, teenagers help select Library materials of interest to them and they can volunteer to assist in special Library projects. Adults now enjoy at least two programs a month and computer classes are regularly taught. There is an adult book discussion group: Coffee and Conversation, which meets one morning a month. In addition, the Library sponsors three summer reading programs: one for readers between the ages of three and eleven, one for teens, and one for adults. All summer reading programs provide incentives and emphasize the fun of reading. For detailed information about Library programs, pick up a current copy of the Library's monthly newsletter from the Patron Services Desk or check out the Library's website at [www.flossmoorlibrary.org](http://www.flossmoorlibrary.org).

Through passing a Village-wide referendum in March 2002, the Library has built a 38,000 square foot state-of-the-art facility. This facility has allowed us to expand our Internet access, to provide express check out for fast and private transactions and has provided space for community meetings, artwork, and places for all ages to work, relax or connect. Because of this increase, as well as a weak economy, our usage and circulation numbers have soared over the past few years.

# FLOSSMOOR PUBLIC LIBRARY

ACCOUNT #	REVENUES TAXES	PROPOSED BUDGET 11-12	AMENDED BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09	ACTUAL 07-08
50-00-1-401	Property Taxes	1,243,808	1,243,808	1,240,094	1,169,074	1,091,870
50-00-1-402	Property Tax - Social Security	48,960	48,960	49,519	45,679	42,549
50-00-1-403	Property Tax - IMRF	72,140	72,140	66,224	55,822	52,580
50-00-1-415	Personal Property Replacement Tax	12,000	11,500	10,954	12,209	13,239
<b>TOTAL TAXES</b>		<b>1,376,908</b>	<b>1,376,408</b>	<b>1,366,791</b>	<b>1,282,784</b>	<b>1,200,238</b>
<b>INTERGOVERNMENTAL AND GRANTS</b>						
50-00-3-440	Per Capita Grant	9,500	9,500	9,497	11,252	11,261
50-00-3-441	Other Grants	0	0	0	0	0
<b>TOTAL GRANTS</b>		<b>9,500</b>	<b>9,500</b>	<b>9,497</b>	<b>11,252</b>	<b>11,261</b>
<b>CHARGES FOR SERVICES</b>						
50-00-4-450	Program Fees	3,000	3,500	5,271	5,096	7,241
<b>PROGRAM FEES</b>		<b>3,000</b>	<b>3,500</b>	<b>5,271</b>	<b>5,096</b>	<b>7,241</b>
<b>FINES AND FORFEITURES</b>						
50-00-5-471	Fines and Fees	22,500	24,000	23,352	22,507	23,254
<b>TOTAL FINES AND FORFEITURES</b>		<b>22,500</b>	<b>24,000</b>	<b>23,352</b>	<b>22,507</b>	<b>23,254</b>
<b>MISCELLANEOUS REVENUES</b>						
50-00-6-480	Interest	10,000	10,000	8,445	18,358	51,851
50-00-6-483	Copier Income	9,500	9,500	10,081	9,074	9,294
50-00-6-484	Building Donations	0	0	0	0	0
50-00-6-485	Private Contributions	1,500	1,500	2,773	1,855	7,546
50-00-6-486	Miscellaneous Income	1,200	1,200	1,413	2,138	2,975
50-00-6-487	Designated Gifts	4,000	5,000	4,357	5,843	3,346
<b>TOTAL MISC. REVENUES</b>		<b>26,200</b>	<b>27,200</b>	<b>27,069</b>	<b>37,268</b>	<b>75,012</b>
<b>TOTAL REVENUES</b>		<b>1,438,108</b>	<b>1,440,608</b>	<b>1,431,980</b>	<b>1,358,907</b>	<b>1,317,006</b>

# FLOSSMOOR PUBLIC LIBRARY

ACCOUNT #	EXPENDITURES	PROPOSED	AMENDED	ACTUAL	ACTUAL	ACTUAL
		BUDGET	BUDGET	09-10	08-09	07-08
		11-12	10-11			
	<b>PERSONNEL SERVICES</b>					
	<b>Salaries</b>					
50-01-1-501	Library Salaries	660,000	640,000	623,334	598,857	573,026
50-01-1-591	Janitorial Salaries	0	0	0	0	34,200
50-01-1-592	Contra-expenditure: Salary	(15,550)	(15,225)	(14,863)	(14,005)	(13,004)
	<b>Fringe Benefits</b>					
50-01-2-590	Health Insurance Premium/EAP	68,950	57,684	49,585	42,894	40,334
50-01-2-591	Life Insurance Premium	1,300	1,300	1,277	1,246	1,277
50-01-2-593	Unemployment Compensation	2,700	1,400	1,199	813	807
50-01-2-595	Library FICA Contributions	39,680	39,680	38,353	36,809	35,257
50-01-2-596	Library Medicare Contributions	9,280	9,280	8,970	8,609	8,245
50-01-2-597	Library IMRF Contributions	72,140	72,140	60,678	55,678	56,107
50-01-2-598	Contra-expenditure: Fringe Benefits	(7,476)	(6,860)	(6,121)	(5,489)	(5,124)
	<b>TOTAL PERSONNEL SERVICES</b>	<b>831,024</b>	<b>799,399</b>	<b>762,412</b>	<b>725,412</b>	<b>731,125</b>
	<b>COMMODITIES</b>					
50-01-3-601	Office Supplies	4,650	4,650	4,240	4,204	3,950
50-01-3-602	Books and Maps	85,000	85,000	75,410	76,958	70,061
50-01-3-603	Postage	4,200	5,000	4,512	4,156	4,246
50-01-3-604	Leased Books	4,200	4,200	4,104	4,034	3,940
50-01-3-605	Periodicals	12,000	12,000	11,638	13,124	11,980
50-01-3-606	Automated Reference	20,000	20,000	17,270	21,954	19,537
50-01-3-607	Audio Visual	27,000	25,550	25,283	24,913	23,782
50-01-3-610	ILL Charges	2,000	1,500	1,240	1,382	775
50-01-3-611	Circulation Supplies	2,500	2,500	2,498	2,478	2,294
50-01-3-612	Technical Service Supplies	6,200	6,200	6,198	6,196	5,492
50-01-3-614	Building Supplies	10,000	10,000	8,816	6,930	8,000
50-01-3-615	Programming	32,000	26,000	25,507	23,511	26,028
50-01-3-616	Printer Supplies	7,500	7,200	6,888	6,982	6,736
50-01-3-617	Software and Updates	11,500	8,500	5,351	6,661	6,996
50-01-3-618	Material Security/Tags	4,000	4,000	3,974	3,460	4,350
	<b>TOTAL COMMODITIES</b>	<b>232,750</b>	<b>222,300</b>	<b>202,929</b>	<b>206,943</b>	<b>198,167</b>

# FLOSSMOOR PUBLIC LIBRARY

EXPENDITURES		PROPOSED BUDGET 11-12	AMENDED BUDGET 10-11	ACTUAL 09-10	ACTUAL 08-09	ACTUAL 07-08
<b>ACCOUNT #</b>	<b>CONTRACTUAL SERVICES</b>					
50-01-4-633	Auditing Service	2,200	2,200	1,918	2,145	1,687
50-01-4-635	Printing and Advertising	7,500	7,000	5,208	6,304	6,342
50-01-4-637	Telecommunications	10,000	10,000	9,628	7,099	8,430
50-01-4-640	Workmen's Compensation	4,500	5,000	3,820	5,674	4,259
50-01-4-641	Insurance-Prop/Casualty/Liability	9,000	9,100	8,346	9,269	8,365
50-01-4-642	Contra-expenditure: W/Comp Insurance	(840)	(800)	(819)	(823)	(767)
50-01-4-644	Legal Services	3,000	3,000	1,720	1,472	967
50-01-4-645	Consultants	5,000	5,000	2,860	760	500
50-01-4-646	Security	10,000	2,500	0	3,398	8,700
50-01-4-647	Janitorial Services	36,000	36,000	34,200	34,200	0
50-01-4-648	Computer Technical Services	30,000	30,000	30,000	30,000	0
50-01-4-649	Water and Sewer Service	1,750	1,750	1,410	1,339	1,322
50-01-4-650	Gas Energy/Heating	25,000	25,000	19,426	33,107	25,216
50-01-4-651	Equipment Rental	2,200	2,200	5,400	11,768	12,855
50-01-4-655	Payroll Services/Fees	2,400	2,400	2,235	2,240	738
50-01-4-656	Village Accounting Services	5,300	5,300	4,993	5,564	6,083
50-01-4-657	Surety Bond	750	850	700	700	850
50-01-4-659	System Wide Area Network & Data Entry	25,000	29,000	22,431	22,987	17,901
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>178,760</b>	<b>175,500</b>	<b>153,476</b>	<b>177,203</b>	<b>103,448</b>
50-01-5-661	Staff Development	11,000	10,000	10,901	7,823	11,394
	<b>TOTAL STAFF DEVELOPMENT</b>	<b>11,000</b>	<b>10,000</b>	<b>10,901</b>	<b>7,823</b>	<b>11,394</b>
	<b>MAINTENANCE</b>					
50-01-6-670	Equipment Maintenance/Setup	16,000	27,700	21,110	26,657	18,933
50-01-6-676	Building and Grounds Maintenance	65,000	63,000	61,005	47,620	39,778
50-01-6-677	Emergency and Contingency Expense	20,000	132,709	0	2,699	0
	<b>TOTAL MAINTENANCE</b>	<b>101,000</b>	<b>223,409</b>	<b>82,115</b>	<b>76,976</b>	<b>58,711</b>
	<b>CAPITAL OUTLAY/NON-OPERATING</b>					
50-01-7-701	Equipment and Furnishings	10,000	10,000	18,641	9,403	16,980
	<b>TOTAL CAPITAL OUTLAY</b>	<b>10,000</b>	<b>10,000</b>	<b>18,641</b>	<b>9,403</b>	<b>16,980</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,364,534</b>	<b>1,440,608</b>	<b>1,230,474</b>	<b>1,203,760</b>	<b>1,119,825</b>
	<b>SURPLUS/(DEFICIT)</b>	<b>73,574</b>				

# **Village of Flossmoor CAPITAL PROGRAM**

**for**

## ***Infrastructure Rehabilitation, Maintenance, and Improvements***

For the past 20 years, the Village has implemented an ongoing capital program referred to as the Finance and Facilities Plan. The Plan has been developed as a continuing effort by the Village to identify important infrastructure needs, and to plan for meaningful maintenance and rehabilitation several years in advance. By proactively planning and identifying capital projects for the future, the Village developed a financial savings plan that covers the costs associated with major projects, while still maintaining day-to-day Village services at a level desired by the community. By laying out the long-range capital goals of the Village, the following challenges and improvements were accomplished:

### **Street Resurfacing Program**

A street maintenance program was developed to keep Village streets in “good to excellent” condition at all times using only funding derived from Motor Fuel Taxes (MFT). The program ensures that each year repairs and resurfacing are completed on approximately one mile of the Village’s 40+ miles of streets at an annual cost of about \$150,000. The plan was originally created so that every street in Flossmoor is resurfaced on a 15 year rotation.

### **Sidewalk Replacement Program**

The first phase of the Village’s sidewalk replacement program was completed in Fiscal Year 2008. The program included the removal and replacement of approximately 750 defective sidewalk squares in the Old Flossmoor and Flossmoor Park neighborhoods. Due to the age of the community and an anticipated high number of sidewalk squares throughout the remainder of the Village warranting replacement, the program was designed to be implemented over a five year period.

- Fiscal Year 2009 – Replaced 600 defected squares in Pinewood subdivision and Flossmoor Hills
- Fiscal year 2010 – Replaced 600 defected squares in Flossmoor Hills and Highlands

The Fiscal Year 2011 program was deferred due to concerns related to overall fund balance of the MFT Fund and the Village’s priority to resurface more roadways rather than perform sidewalk replacement.

### **Parkway Trees**

Due to the importance of parkway trees in terms of aesthetics and impact on property values, the Village initiated a progressive parkway tree program in 1991. The program has resulted in the following:

1. A computer-based inventory of each and every tree on public property in Flossmoor. The inventory also maintains information on the location, species, size, health, appearance, and value of each tree.



2. A Village-subsidized planting program encourages residents to plant new parkway trees. Since 1991, approximately 1,445 new trees have been planted on Village parkways and public properties.
3. A rotational trimming program has been in place to ensure that each parkway tree is trimmed every five years.

The value of the Village's publicly owned trees was approximately \$10 million in 1991. Due to the success of the program, the assessed valuation of parkway trees has increased to \$26.3 million in 2010.

In 2007, the Village dedicated additional financial resources to tree trimming throughout the Village. The additional funding toward an enhanced tree trimming program enables the Village to restore this program to a five year cycle for all parkway trees. Over the past four years, the annual rotational Parkway Tree Trimming Program was completed in the following neighborhoods:

- Fiscal Year 2008 – Southeast Flossmoor and Braeburn/Brassie Neighborhood
- Fiscal Year 2009 – South Section of Heather Hill
- Fiscal Year 2010 – North Section of Heather Hill and East Section Flossmoor Hills
- Fiscal Year 2011 - West Section Flossmoor Hills, Flossmoor Highlands and Pinewood Subdivision

### **Emerald Ash Borer**

The Village continues to monitor the developments regarding the Emerald Ash Borer (EAB). This new exotic invasive species has the potential for significant financial impact to the Village of Flossmoor. The insect's larval feeding habits damage and eventually kill ash trees. Removal of infected trees is the recommended way to eliminate these exotic pests. The Village has ceased planting ash trees in the parkway and removed them from the available inventory for the Village's Share the Cost Tree Program.

As of 2009, our parkway tree inventory consists of 1,430 ash trees which, represents 18.2% of the total population and nearly \$500,000 in assessed value. Now that the EAB has been identified in Suburban Cook County, the Village has initiated a proactive educational program for our residents regarding EAB and the dangers to ash trees on private property through the distribution of information via our website, newsletter, and local cable access channel. Also, the annual budget was modified to include funding for the removal of ash trees should the infestation become prevalent in Flossmoor.

Should the EAB infest our ash tree population and total removal of all the ash trees becomes necessary, the financial impact to the Village would be approximately \$566,000 at current contract pricing. If our remediation efforts include reforestation of all removed parkway trees, the cost could double. Our current approach toward managing the EAB outbreak is modeled after the Village's current Dutch Elm Disease Policy, which only requires the removal of diseased or dying trees. This type of approach toward the EAB ensures that only infected trees are being removed from the Village's urban forest allowing healthy trees to remain planted throughout the parkways.

In Fiscal Year 2010, the Emerald Ash Borer was officially identified in the Village of Flossmoor. Confirmation was made by our certified arborist from Natural Path Forestry who was updating the Village's Parkway Tree Inventory. The presence of the EAB has increase significantly in our parkways in

the last couple of years. In Fiscal Year 2010, EAB removals represented 9% of our parkway tree services. By Fiscal Year 2011, EAB removals were 36%. At this rate, the Public Works Department anticipates the total removal of the Village's ash population to occur in the next five years.

Public Works will continue to survey our community for further evidence of EAB infestation throughout the borer's active season. As previously reported, Public Works will target only those trees infested with EAB for removal as we have in the past with our Dutch Elm Disease control efforts.

### **Sanitary Sewer System**

Prior to 1996, the Village began initial planning for extensive sanitary sewer improvements. This included project engineering and coordination with the Illinois Environmental Protection Agency (IEPA) on loan application procedures for funding the necessary improvements. As a result of these efforts, the following projects were completed:

- |                         |  |
|-------------------------|--|
| <b>Phase I (1999)</b>   | A \$1.9 million project to rehabilitate the 80-year-old sanitary sewers in Flossmoor Park and Old Flossmoor neighborhoods.   |
| <b>Phase II (2001)</b>  | A \$1.7 million project to rehabilitate the sanitary sewers in the Braeburn/Brassie neighborhood.  |
| <b>Phase III (2003)</b> | A \$2.2 million project to rehabilitate the sanitary sewers and lift stations in the southeast section of the Village.   |
| <b>Phase IV (2009)</b>  | Completed a substantial majority of the design engineering and loan application for the rehabilitation of the sanitary sewer system in the Flossmoor Hills and Highland neighborhoods. The engineering plans and loan application were submitted to IEPA for funding through their low interest loan program. The Village still remains in line for funding with IEPA. |

Funding for three of the four projects was secured by low-interest loans obtained through the IEPA. Repayment of the loans is pledged with funds derived from an existing Sanitary Sewer Rehabilitation surcharge that residents pay along with their water and sewer bill each quarter.

### **Contract Sanitary Sewer Cleaning Program**

The Village is now in its eighth year of implementing its annual rotational contract sewer cleaning program. Components of the program include regular cleaning and maintenance for all sanitary sewers throughout the Village. Scheduling of this program ensures that all sanitary sewer mains are cleaned every five years. The success of these programs is readily apparent in the reduced incidences of sewer failure, sewer blockages, and flooded basements. As part of this program, in Fiscal Year 2008, a televising program was implemented along with the annual cleaning. A televising program provides Public Works the ability to proactively identify maintenance and repair needs before they become major reconstruction issues. Areas of the Village that have been heavily cleaned and televised are Heather Hill, Flossmoor Hills, Highlands, Southwest Flossmoor, Flossmoor Park and Old Flossmoor.



### **Storm Sewer Drainage System**

In 2000, the Village received approximately \$115,000 through state grants for the completion of a storm sewer cleaning and rehabilitation study for Flossmoor Park and Old Flossmoor neighborhoods. The study identified that \$1.2 million in rehabilitation work was necessary to restore the storm system back to original design capacity. After reviewing and discussing the report, the Village completed final engineering and approved an \$836,000 contract to rehabilitate the storm sewer systems in both sections of the Village. The rehabilitation work was completed during the spring and summer months of 2002.

Also in 2000, the Mayor and Board approved funding for an engineering study to analyze the drainage conditions in the Oak Court area of Flossmoor Hills. Following periodic rain events, residents experienced significant flooding as a result of the Village's existing storm sewers' inability to convey proper flow. After reviewing the various alternatives, the Village determined that a larger bypass pipe extending from Flossmoor Road to a pond located on Coyote Run Golf Course was the best option. The design and construction was completed concurrently with the H-F Park District golf course renovation. The contract for construction of the storm sewer improvement was awarded in 2003. Pipe installation, final landscaping and paving were completed in 2005.

In 2005, the Mayor and Board reviewed an engineering study and cost estimates for a potential federally-assisted storm sewer project to reduce flooding in the central business district viaduct. It included the installation of a large diameter sewer pipe that would extend from the Canadian National viaduct to Butterfield Creek at Dixie Highway. The estimated cost of the project was \$2.7 million. After all options were considered, it was determined that the cost-benefit ratio did not justify moving forward with this project at that time.

During 2006, the Village examined additional solutions for resolving the Flossmoor Road viaduct flooding. One option included upstream improvements to divert water away from the viaduct. After further investigation into the components associated with implementing this option, the Village determined that the costs were not justifiable at this particular time. Should flooding at the viaduct continue to worsen, the Board will reconsider these options.

In Fiscal Year 2010, Phase II of the Village's Storm Sewer Rehabilitation Program was completed in the Estates neighborhood. The project included a combination of spot repairs, total segment replacement, and cured in place relining to restore the function and integrity of our aging system at a cost of over \$1,000,000. This capital improvement has been vital to the performance of the Village's overall storm sewer system as this section of the Village has many of the larger diameter pipes that carry the Village's entire storm water to Butterfield Creek.

### **Municipal Facilities**

Since 1998, we have been working on a series of projects to rehabilitate the air quality handling system at the Village Hall. Projects were developed as a response to condensation and humidity problems associated with the HVAC system and other air handling components. Further, the age of the municipal complex requires additional facility maintenance and improvements on an annual basis. The following municipal facilities' projects have been implemented:

- Replaced four rooftop air handlers and various undersized and deteriorated ductwork.
- Ventilated the exterior soffits of the Village Hall and sealed the perimeter of the building to eliminate infiltration of unconditioned outside air into the building.
- Conditioned the air in the space between the ceiling tiles and the roof pan.
- Replaced the twenty-year-old roof on the building.
- Replaced all ceiling tiles and various sections of the ceiling tile suspension system. The cost of the replacement was \$92,000, and the project was completed in Fiscal Year 2006. A portion of the project was paid for with grant funding from the Illinois Department of Commerce and Economic Opportunity.
- Improvements were made to both Public Works and Fire Department bay floors. The Public Works Department's portion of the contract was for preventative maintenance purposes. The work conducted ensures that the integrity of the floor remains intact for at least the next 10 years. The Fire Department's portion of the contract included a complete restoration of their entire bay floor area. Both projects were completed in Fiscal Year 2008.
- The furnaces in the Fire Department apparatus bay were replaced with a new infrared heating system designed for greater efficiency. The project was completed in Fiscal Year 2008.
- Through a FEMA assistance grant, a new vehicle exhaust capture system was installed on the Fire Department apparatus bay floor. The new system will contribute to the overall health of the Department's personnel throughout the building. The project was completed in Fiscal Year 2008.
- In Fiscal Year 2009, a centralized computer network server room was constructed in the Village Hall. The project included several facility improvements such as a separate air conditioner, humidity control unit and new flooring. The purpose of the room is to extend the overall life of the server equipment by storing it in a properly controlled environment.
- Also in Fiscal Year 2009, through the Illinois Clean Energy Foundation, the Village received a grant through the Public Safety Lighting Upgrade Program. With the grant money received, the Village converted all florescent fixtures, ballasts and exit lighting in the Village Hall to a more energy efficient system.
- In Fiscal Year 2010, thirty year old exhaust fans were replaced in the Fire Department apparatus room.
- In Fiscal Year 2011, the Village received an Energy Efficiency Block Grant from Cook County in the amount of \$100,000 for the replacement of the Village Hall boiler. This replacement is the first replacement of the boiler since the building was constructed in 1979.

### **Water Meter Replacement**

Stemming from a recommendation in the 2004 Water System Study, the Village implemented Phase I of the Water Meter Replacement Program in Fiscal Year 2008. This program installed 250 residential water meters and outside touch pad reading devices for accounts within Billing Cycle #2. The upgraded meter equipment provides a means to more effectively account for the Village's water usage, and provides the ability to read the meters more efficiently. Following the Phase I program, a more aggressive meter replacement schedule was implemented. Throughout Fiscal Year 2009, approximately 1000 meters in the Village were replaced and upgraded. Also, in Fiscal Year 2010 an additional 500 meters were replaced and upgraded to the electric touch pad technology. At the conclusion of the

Fiscal Year 2012 program, the Village's entire meter equipment inventory will be upgraded to touch read technology.

### **Grant Funding**

As appropriate, the Village pursues available federal, state, and other grant funds to assist with the financing of these large capital projects. Current projects for which the Village has requested funds through other governmental agencies and under the American Reinvestment and Recovery Act (ARRA) include:

- CBD Street Light Replacement
- Vollmer Road Water Main Replacement
- Brookwood Bridge deck reconstruction
- Phase IV Sanitary Sewer Rehabilitation Construction
- Phase III Storm Sewer Rehabilitation Preliminary Engineering

With the passage of the American Reinvestment and Recovery Act (ARRA), several of the projects listed in the Village's Capital Plan were expedited. Since Fiscal Year 2010, the following projects were all supported with stimulus and other State of Illinois funding.

- Water System Automation
- Crawford Avenue North Water Main Extension
- Resurfacing of Flossmoor Road from Western Avenue to Dixie Highway
- Resurfacing of Flossmoor Road from Sterling Avenue to Governors Highway

### **Proposed Future Projects**

As part of the Fiscal Year 2012 budget preparation, the Public Works Department, the Village Manager and the Finance Department prepared the current Finance & Facilities Plan for the Mayor and Village Board's review. Before a tentative schedule was set, we discussed the list of potential Capital Projects, fund balances and reserves, along with other possible funding sources that may be available. The following is a three year capital improvement schedule for the Mayor and Board of Trustee's consideration and approval:

### **FISCAL YEAR 2012**

- **Central Business District Lighting Improvement**  
Projected Budget: \$500,000 (General Fund and Grant Funded) – The project includes the replacement of 84 streetscape decorative lights in the Central Business District. Many of the fixtures are 25+ years old. The bases of some lights are showing advanced signs of deterioration and are in need of replacement for safety reasons. The lighting system also is experiencing failures in some of the underground wiring, which also needs replacement. The Village has secured grant funding in the amount of \$200,000 from the State of Illinois to offset construction costs associated with project.

- **Brookwood Bridge – Engineering**  
Projected Budget: \$15,000 (General Fund) – This project includes the engineering for the reconstruction of the Brookwood Bridge deck.
- **Vollmer Road Water Main Replacement – Engineering**  
Projected Budget: \$10,000 (Water and Sewer Fund) – Continue with the engineering for the replacement of the 10" feeder main from Holly Lane to Dixie Highway. A new 12" main will be installed along with new fire hydrants and valves for improved fire flow. Additional preparation work will include applying for necessary permits and begin right-of-way brush clearing.
- **Meinheit Tower Painting and Repairs**  
Projected Budget: \$300,000 (Water and Sewer Fund and TIF Fund) – In conjunction with the TIF improvements, the project includes the repainting and repairs of the Meinheit Elevated Water Storage Facility.
- **Water Meter Replacement Program**  
Projected Budget: \$12,000 (Water and Sewer Fund) – The Village will finalize the water meter replacement program as an in-house maintenance operation. The program includes the replacement of approximately 200 old manual read meters in the Village with touch read technology.
- **Central Drive Parking Lot – Resurfacing**  
Projected Budget: \$40,000 (Parking Lot Fund) – This project is to resurface and restripe the Central Drive Parking Lot.

### **FISCAL YEAR 2013**

- **Brookwood Bridge Deck Reconstruction**  
Projected Budget: \$100,000 (General Fund) – This project includes the total reconstruction of the Brookwood Bridge deck. An inspection conducted by the Illinois Department of Transportation revealed that the precast deck beams are beginning to exhibit deterioration of the pre-stressed strands.
- **1117 Berry Lane Demolition**  
Projected Budget: \$25,000 (General Fund) – This project consists of the demolition of the existing house and restoration of the site.
- **Water Meter Replacement – Phase 1 Radio Read Conversion**  
Projected Budget: \$125,000 (Water and Sewer Fund) – The project entails the first of a four year conversion of the Village's meter reading equipment to a radio read system. A radio read system will provide the Village the opportunity to read meters quicker and more efficiently. This budget is estimated to finance the conversion of approximately 1,000 meters.

- **Vollmer Road Watermain Replacement**  
Projected Budget: \$280,000 (Water and Sewer Fund) – The projects includes the construction for replacing the 10" feeder main from Holly Lane to Dixie Highway. A new 12" main will be installed along with new fire hydrants and valves for improved fire flow.
- **Phase IV - Sanitary Sewer Construction\***  
Projected Budget: \$1,300,000 (Sanitary Sewer Rehabilitation Fund) – The project is anticipated to include a combination of spot repairs, total segment replacement, and cured in place lining to restore the function and integrity of the sanitary sewer system within the Flossmoor Hills and Highlands neighborhoods. Engineering and loan preparation documents are substantially complete for this project. The project has been submitted to the IEPA for funding as part of their low interest loan program. **\*(Project is contingent on receiving IEPA loan funding.)**

#### **FISCAL YEAR 2014**

- **Phase III Storm Sewer Rehabilitation Engineering**  
Projected Budget: \$175,000 (General Fund) – This project is the preliminary engineering for the storm sewer system in the Flossmoor Hills subdivision. This area also contains numerous open joints allowing root intrusion and causing areas of settlement in the parkway and streets adjacent to the sewer system. This project includes initial system investigation and analysis, identification of the scope of rehabilitation, preparation of a preliminary report, and preparation of plans and specifications.
- **Butterfield Lane Culvert Replacement**  
Projected Budget: \$65,000 (General Fund) – Replace the box culvert underneath Butterfield Lane. Throughout the years, the Village has performed various repairs and improvements to the drainage structure underneath the roadway. Although the repairs have helped maintain the culvert in working order, ultimately, the structure will need to be replaced in its entirety.
- \* In reviewing the plan, it should be noted that the costs associated with future projects are estimates based on today's costs and costs included in the 2004 Water System Study. Actual costs may differ as the precise scope and extent of work for each project is determined.

Based on a continuous evaluation of infrastructure needs, a significant number of projects have been planned for the next three years. Each year, as progress is made, Village-wide capital project needs will be re-evaluated, and the plan will be extended. By planning into the future, major infrastructure conditions and service can be preserved, and every attempt can be made to finance these ongoing projects with money already saved for the purpose, along with additional revenue conservatively anticipated during ensuing years.



### **SUMMARY OF CAPITAL PROJECTS:**

Included in the Capital Plan and the Finance and Facilities Plan (immediate needs within the next three years):

▪ Vollmer Road Water Main Replacement - Engineering	\$10,000
▪ Vollmer Road Water Main Replacement – Construction	\$280,000
▪ Central Business District Lighting Improvement	\$500,000
▪ Brookwood Bridge Deck Engineering	\$15,000
▪ Brookwood Bridge Deck Reconstruction	\$100,000
▪ 1117 Berry Lane Demolition	\$25,000
▪ Phase IV Sanitary Sewer Rehabilitation	\$1,300,000
▪ Central Drive Parking Lot Resurfacing	\$40,000
▪ Meinheit Tower Painting and Repairs	\$300,000
▪ Phase III Storm Sewer Rehabilitation - Engineering	\$175,000
▪ Water Meter Replacement – Phase 1 Radio Read Conversion	\$125,000
▪ Butterfield Lane Culvert Replacement	\$65,000
▪ Final Phase of the Water Meter Replacement Program	\$12,000

The following project list is provided as a reminder of infrastructure needs that have been identified and funds have been set aside in the Finance and Facilities Plan but are not currently listed in the Capital Plan. The Village continues to look for alternate funding for these projects.

▪ Central Business District Streetscape Improvements – Planning	\$10,000
▪ Central Business District Streetscape Improvements - Construction	\$265,000
▪ Phase III Storm Sewer Engineering and Construction	\$1,100,000

Other projects listed below have been identified as infrastructure needs, but have not been scheduled in the Capital Plan nor the Finance and Facilities Plan. These projects will be scheduled as funding becomes available or as priorities are changed.

▪ Village Hall Municipal Parking Lot Expansion	\$150,000
▪ Sterling Avenue Water Tower Demolition	\$100,000
▪ Sterling Avenue Water Tower Relocation	\$1,200,000
▪ Western Avenue Tower Painting and Repairs	\$250,000
▪ Water Main Upgrade for Service and Fire Flow	
▪ Hills and Highlands	\$130,000
▪ Embassy and Imperial	\$100,000
▪ Heather Hill North	\$540,000
▪ Braeburn/Brassie North	\$390,000
▪ Braeburn/Brassie South	\$220,000
▪ Southeast Flossmoor North	\$230,000
▪ Southeast Flossmoor South	\$440,000
▪ Backyard Water Main Replacement with Service Turn Around	
▪ Old Flossmoor	\$750,000
▪ Flossmoor Park	\$2,580,000
▪ Braeburn/Brassie South	\$600,000

## **CAPITAL PROGRAM FOR SOUTHWEST FLOSSMOOR TIF DISTRICT**

When Southwest Flossmoor was annexed into the Village between 1988 and 1990, it had inadequate and, in some cases, an absence of basic infrastructure. The only water and sewer lines within the area were a 12-inch water main and a 24-inch sanitary sewer within the right-of-way of Vollmer Road along the south boundary of the District. In addition, the water pressures provided by the 12-inch main were insufficient to meet the fire flow requirements required for commercial structures. Existing roadways within the interior of the District, 198<sup>th</sup> Street and Central Park Avenue, were below the Village's standards. The roadways were of insufficient width, lacked curb and gutter and were in poor condition.

These deficiencies were one of the factors that led to the area's designation as a Tax Increment Financing District. In fact, *inadequate utilities* is one of the eligibility criteria for TIF designation and was cited in the TIF eligibility study conducted for this area in 1991.

State statute specifically authorizes municipalities to utilize TIF funds to "...*Install, repair, construct, reconstruct or relocate streets, utilities and site improvements essential to the preparation of the redevelopment area for use...*". This activity is one of the more common uses of TIF funds. In addition, such actions also serve as an indirect incentive to private sector developers by significantly reducing the cost of development/construction.

In 1993, the Village took the first step in addressing the problem of inadequate utilities and preparing the District for redevelopment through the "over sizing" of the water tower constructed by the developer of the Ballantrae subdivision. The over sizing provided the additional pressure and volume necessary to support commercial development within the TIF District. Prior to the construction of the tower, low water pressure was a significant practical and financial obstacle to the construction of any commercial structures. The Village share of the cost was paid from the Water and Sewer Fund with the advance to be repaid from TIF funds as they became available.

The Village's original concept for the District envisioned a comprehensive redevelopment of the area as a single Planned Unit Development. Given this consideration, the Village was hesitant to undertake additional infrastructure improvements at that time. Furthermore, the absence of a positive fund balance for the District severely limited the Village's ability to undertake projects.

Anticipating increases in the fund balance in late 2003, the Village designated funds for three infrastructure projects: the extension of a water main along Crawford Avenue, reconstruction of 198<sup>th</sup> Street and installation of storm sewers along 198<sup>th</sup> Street.

In late 2004, staff initiated the Crawford Avenue water main project. Engineering design was completed and paid for by the end of Fiscal Year 2006. Construction had been projected to begin in early Fiscal Year 2007 but due to engineering obstacles and the need to acquire easements, it is now anticipated to commence in Fiscal Year 2012. At this time, the estimated cost of this project is \$249,000.



At the same time, staff also evaluated the condition of 198<sup>th</sup> Street and the lack of water and sanitary sewer lines within the interior of the District. Given existing and near-term market conditions and taking into account several recent development proposals, it was determined that abandonment of 198<sup>th</sup> Street in its entirety may not be necessary. Consequently, this street would continue to serve, for the foreseeable future, as the primary means of ingress/egress for the interior of the area.

It should also be noted that the pattern of redevelopment activity is likely to be incremental in nature. A corresponding incremental approach to the extension of infrastructure and/or reconstruction of 198<sup>th</sup> Street will result in detrimental effects on practicality, cost and engineering design.

In light of these factors, the Village designated funds for the reconstruction of 198<sup>th</sup> Street and for the extension of water, storm sewer and sanitary sewer lines along the 198<sup>th</sup> Street right-of-way between Crawford Avenue and Central Park Avenue. In the final months of FY 10 engineering design was completed and the project bid. Construction began shortly after the start of FY 11 and was 95% complete by the end of the 2010 construction season. It is anticipated that the project will be completed in early FY 12. The estimated final cost of the project is projected at \$1,524,000.

While the primary focus of this planning effort has been the installation and/or enhancement of basic infrastructure, another matter that requires consideration is the repair and maintenance of existing components. For the most part, the existing infrastructure components are relatively new ranging from 13 to 30 years in age. However, appropriate repair and maintenance is required to compensate for operational wear and tear as well as natural aging. This is necessary to ensure that they operate at peak efficiency and remain in service for their designed "life span".

Staff has identified a significant repair project of this nature. This project is the painting of the Meinheit water tower, located at the northeast corner of the District, which serves the TIF District and other areas of southwest Flossmoor. When this tower was constructed in the mid 1990s, the location and design were based on the objective of providing adequate water pressure and volume to support commercial development within the TIF. The painting, which is scheduled for Fiscal Year 2012, is necessary to protect the exterior from the elements and the interior from rusting and deterioration. The projected cost of the painting is \$300,000 of which \$120,000 is attributable to the TIF District.

It is appropriate and prudent to reserve funds at this time to address this projected expenditure. Given projected revenues and fund balances, it is anticipated that sufficient funds would be available in Fiscal Year 2012 to cover the projected cost.

In the Fall of 2008, the Village Board voted to reserve anticipated future revenues for the purposes of land acquisition. Given the existing platting of the District and fragmented ownership, land assembly has long been perceived as a potential obstacle to large scale redevelopment. It has often been suggested that the Village could play a more aggressive role in addressing this constraint through the acquisition and "land banking" of strategic real estate parcels. The Village has no specific plans for the acquisition of real estate at this time. However,

it is again prudent and appropriate to reserve funds in anticipation of the possible future need to acquire parcels for site assembly purposes.

Summary

<u>Project</u>	<u>Projected TIF Budget</u>	<u>Projected Start Date</u>
Crawford Avenue Water Main	\$249,000	FY12
Meinheit Water Tower Painting and Repairs	\$120,000	FY12

**GENERAL FUND  
FINANCE AND FACILITIES PLAN  
FINAL APRIL 30, 2011**

<u>Designation</u>	<u>Projected Balance 4/30/11</u>
Fund Balance	\$5,671,713
Reserves	2,470,000
IEPA Phase 3 Loan Repayment	113,521
Berry Lane Demolition	25,000
Sidewalk Inspection and Replacement	80,000
Downtown Streetlights Replacement	300,000
CBD Streetscape Improvements	275,000
Phase 3 Storm Sewer Preliminary Engineering	175,000
Phase 3 Storm Sewer Construction Engineering	100,000
Phase 3 Storm Sewer Construction	1,000,000
Phase 4 Sanitary Sewer Design Engineering	34,727
Butterfield Lane Culvert Replacement	65,000
Brookwood Bridge Reconstruction	115,000
	<hr/>
Balance Available For Allocation	\$ <u>918,465</u>

**WATER & SEWER FUND  
FINANCE AND FACILITIES PLAN  
FINAL APRIL 30, 2011**

<u>Designation</u>	<u>Projected Balance 4/30/11</u>
Net Unrestricted Assets*	\$1,388,729
Reserves	865,000
Final Phase Water Meter Replacement Program	12,000
Phase 1 Water Meter Radio Read Rollout	125,000
Vollmer Road Water Main Replacement	290,000
Meinheit Water Tower Painting & Repairs	<u>180,000</u>
Balance Available For Allocation	<u>\$ (83,271)</u>

Notes:

\*Does not include depreciation which posts to Net Capital Assets;  
FY10 depreciation expense = \$332,731

**SANITARY SEWER REHABILITATION FUND  
FINANCE AND FACILITIES PLAN  
FINAL APRIL 30, 2011**

<u>Designation</u>	Projected Balance <u>4/30/11</u>
Net Unrestricted Assets*	\$603,009
IEPA Loan Repayment-Dedicated Repayment Source	547,472
IEPA Loan-Dedicated to Sanitary Sewer System Maintenance	<u>55,537</u>
Balance Available For Allocation	<u><u>-</u></u>

\*Does not include depreciation which posts to Net Capital Assets;  
FY10 depreciation expense = \$149,268

**MFT FUND  
FINANCE AND FACILITIES PLAN  
FINAL APRIL 30, 2011**

<u>Designation</u>	Projected Balance <u>4/30/11</u>
Fund Balance	\$228,199
No Projects Allocated	<u>-</u>
Balance Available For Allocation	<u>\$228,199</u>

**TIF FUND  
FINANCE AND FACILITIES PLAN  
FINAL APRIL 30, 2011**

<u>Designation</u>	Projected Balance <u>4/30/11</u>
Fund Balance	\$1,051,554
Interfund Payable to Water & Sewer Fund - Meinheit Water Tower	41,500
Meinheit Water Tower Painting & Repairs	120,000
Crawford Avenue Water Main Extension	249,000
Property Acquisition*	<u>1,000,000</u>
Balance Available For Allocation	<u>\$ (358,946)</u>

\*Property acquisition will only be pursued as adequate fund balance is available.



**PARKING FUNDS  
FINANCE AND FACILITIES PLAN  
FINAL APRIL 30, 2011**

<u>Designation</u>	<u>Projected Balance 4/30/2011</u>
<b><u>MUNICIPAL CONTROL</u></b>	
Net Unrestricted Assets*	\$132,238
Central Drive Lot Resurfacing	<u>40,000</u>
Balance Available For Allocation	<u>\$ 92,238</u>
<b><u>GRANT CONTROL</u></b>	
Net Unrestricted Assets*	\$74,578
No Projects Allocated	<u>-</u>
Balance Available For Allocation	<u>\$ 74,578</u>

\*Does not include depreciation which posts to Net Capital Assets  
FY10 depreciation expense = \$5,047 (Municipal); \$17,278 (Grant)

**VILLAGE OF FLOSSMOOR  
FUND BALANCE DISCLOSURES  
FY 12 BUDGET  
PAGE 1 OF 3**

FUND BALANCE CHART

Projected and budgeted fund balances and net unrestricted assets (enterprise funds) for FY 11 and FY 12, respectively, follow on page 3 of the disclosure section.

GOVERNMENTAL FUND BALANCE CATEGORIZATIONS

Fund balance categorizations and Village Board action (if applicable) for each fund balance category at April 30, 2011 in conjunction with the approval of the FY 12 budget are as follows:

Nonspendable Fund Balance

Represents fund balances which are not available to be spent because of their form or because they must be maintained intact.

Restricted Fund Balance

Represents fund balances which are subject to externally enforceable limitations or result from enabling legislation adopted by the Village.

Committed Fund Balance

Represents fund balances that have self-imposed limitations put in place by formal action by the Village Board. The following is approved in conjunction with the FY 12 budget as committed fund balances at April 30, 2011:

Finance and Facilities Plan Set Asides

The set asides amounts disclosed in the Finance and Facilities Plan document which is included as an appendix in the FY 12 budget document are considered committed fund balances. The commitment of those fund balances can only be adjusted by Village Board action. An exception exists for the IEPA Phase 3 Loan Repayment which is externally restricted and, as a result, meets the definition of "Restricted Fund Balance" as opposed to "Committed Fund Balance."

Assigned Fund Balance

Represents fund balances that have limitations due to being earmarked for an intended use. Authority to assign fund balances is designated to Village staff as disclosed in a later section.

Unassigned Fund Balance

Represents total General Fund balance in excess of nonspendable, restricted, committed and assigned fund balances. The categorization only applies to the General Fund. Unassigned fund balance is available and expendable for any General Fund purpose.

**VILLAGE OF FLOSSMOOR  
FUND BALANCE DISCLOSURES  
FY 12 BUDGET  
PAGE 2 OF 3**

**GOVERNMENTAL FUND FLOW ASSUMPTIONS**

The Village's flow assumptions are stated in the FY 12 budget document to allow for implementation of GASB 54 in FY 11. The flow assumptions are based on GASB 54 definitions. The Village will spend the most restricted fund balances first; in the following order.

1. Restricted
2. Committed
3. Assigned
4. Unassigned

**AUTHORITY TO ASSIGN GOVERNMENTAL FUND BALANCES**

The Village Board's determination of authority to assign fund balances is stated in the FY 12 budget document to allow for implementation of GASB 54 in FY 11. Authority to determine assigned fund balances is conveyed to both the Finance Director and Village Manager/Treasurer.

**VILLAGE OF FLOSSMOOR  
FUND BALANCE DISCLOSURES  
FY 12 BUDGET  
PAGE 3 OF 3**

**GOVERNMENTAL FUNDS**

	Fund	Projected	Projected	Budgeted	Budgeted
	Balance	Surplus/	Fund	Surplus/	Fund
	5/1/2010	(Deficit)	Balance	(Deficit)	Balance
<u>Fund</u>	<u>5/1/2010</u>	<u>FY 11</u>	<u>4/30/2011</u>	<u>FY 12</u>	<u>4/30/2012</u>
General	\$ 5,833,222	\$ (161,509)	\$ 5,671,713	\$ (528,374)	\$ 5,143,339
Capital Equipment	1,969,925	(279,857)	1,690,068	(137,381)	1,552,687
Motor Fuel Tax	181,560	46,639	228,199	13,300	241,499
TIF Area No. 1	2,290,177	(1,238,623)	1,051,554	(207,673)	843,881
Debt Service	320,152	34,174	354,326	(6,884)	347,442
2009 G.O. Refunding Bonds	6,530	(6,530)	-	-	-
11-501 (J)	8,571	(800)	7,771	(400)	7,371
Drug Forfeiture	8,510	212	8,722	(8,371)	351
Public Art Program	17,269	33,989	51,258	(11,400)	39,858
Public Art Maintenance	40,522	(40,522)	-	-	-
Foreign Fire Insurance	34,582	7,972	42,554	(6,944)	35,610
E-911	-	-	-	-	-

**FIDUCIARY FUNDS**

	Fund	Projected	Projected	Budgeted	Budgeted
	Balance	Surplus/	Fund	Surplus/	Fund
	5/1/2010	(Deficit)	Balance	(Deficit)	Balance
<u>Fund</u>	<u>5/1/2010</u>	<u>FY 11</u>	<u>4/30/2011</u>	<u>FY 12</u>	<u>4/30/2012</u>
Police Pension	\$ 9,748,335	\$ 351,997	\$ 10,100,332	\$ 174,654	\$ 10,274,986
Fire Pension	1,997,070	(32,500)	1,964,570	14,496	1,979,066

**ENTERPRISE FUNDS**

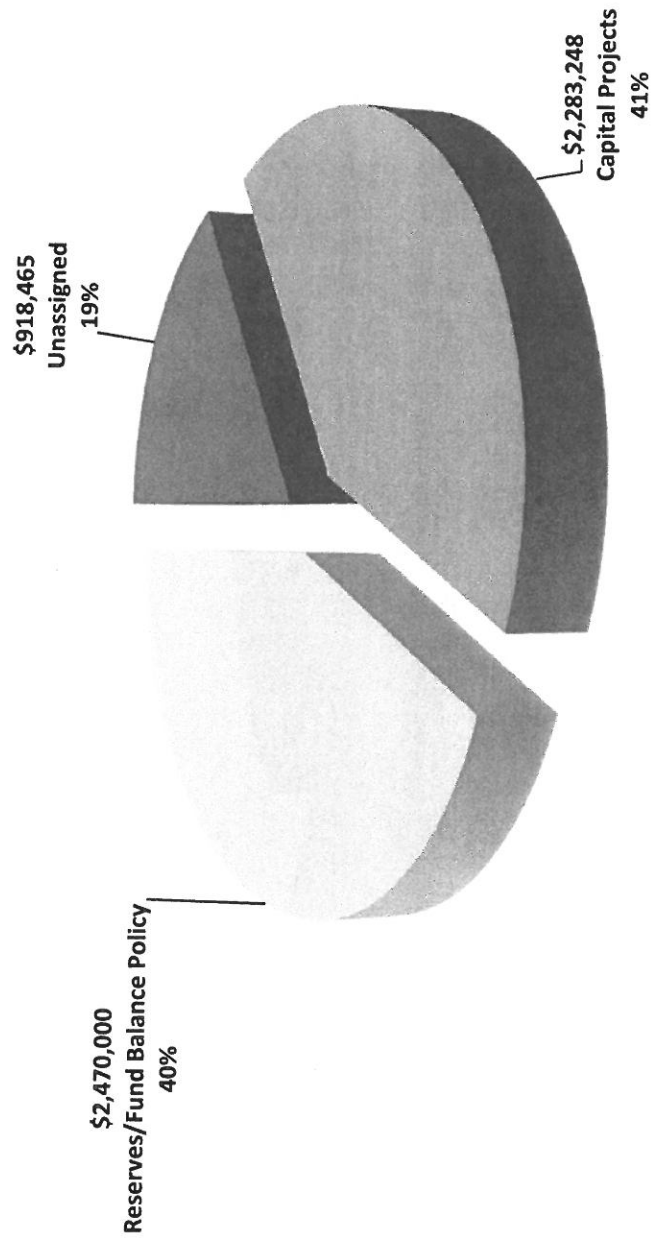
	Net	Projected	Net	Budgeted	Net
	Unrestricted	Surplus/	Unrestricted	Surplus/	Unrestricted
	Assets	(Deficit)	Assets	(Deficit)	Assets
<u>Fund</u>	<u>5/1/2010</u>	<u>FY 11</u>	<u>4/30/2011</u>	<u>FY 12</u>	<u>4/30/2012</u>
Water & Sewer	\$ 1,741,178	\$ (352,449)	\$ 1,388,729	\$ (294,630)	\$ 1,094,099
Sanitary Sewer Rehabilitation	727,267	(124,258)	603,009	(146,971)	456,038
Municipal Control Parking Lots	117,753	14,485	132,238	(35,351)	96,887
Grant Control Parking Lots	83,552	(8,974)	74,578	(11,650)	62,928

NOTE: Enterprise Funds projected and budgeted surplus/(deficit) shown based on cash basis budget; actual impact to Net Unrestricted Assets will be adjusted for accrual basis.

SOURCE: FY 12 draft budget document.

**BUDGET NOTES**

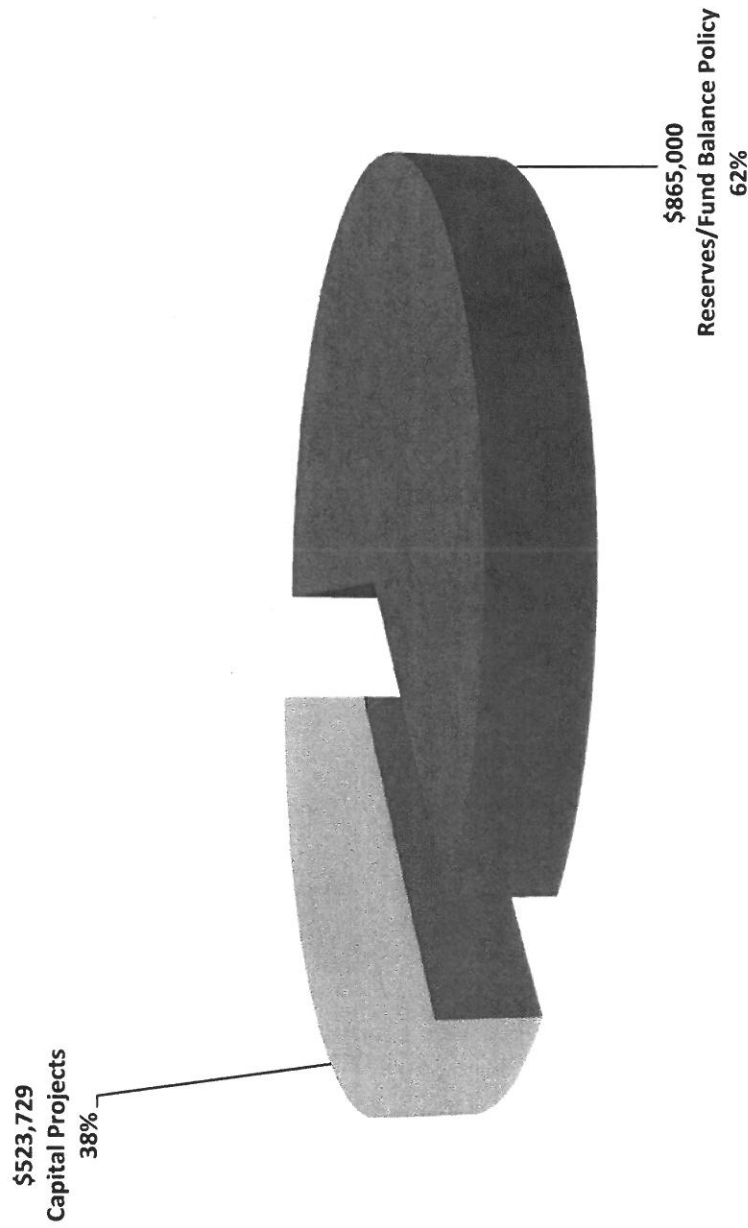
# General Fund Fund Balance Allocation FY2012\*



**TOTAL: \$5,671,713**

\*non-audited figures as approved in the Finance & Facilities Plan in the FY2012 budget

# Water and Sewer Fund Fund Balance Allocation FY2012\*



**TOTAL: \$1,388,729**

\*non-audited figures as approved in the Finance & Facilities Plan in the FY2012 budget



VILLAGE OF FLOSSMOOR  
FRINGE BENEFIT ALLOCATIONS  
FY 12 BUDGET

Description	Account Number	Total Budget FY 12	Legislative 41	Executive 42	Finance 43	Pl & Zon 45	Police 48	Fire 49	PSRR 50	Ins Serv 53	PW Adm 55	PW Str 60	PW Snow 61	PW Hort 62	PWP Tree 63	PW Wlot 64
Health Insurance Allocation %	01-xx-2-590	817,000 100%	-	57,190 7%	98,040 12%	8,170 1%	310,460 38%	57,190 7%	32,680 4%	16,340 2%	73,530 9%	163,400 20%	-	-	-	-
Life Insurance Allocation %	01-xx-2-591	7,030 100%	-	492 7%	422 6%	211 3%	2,671 38%	633 9%	492 7%	141 2%	703 10%	1,265 18%	-	-	-	-
EAP & Wellness <sup>A</sup> Allocation %	01-xx-2-592	5,680 100%	-	341 6%	568 10%	114 2%	2,101 37%	454 8%	454 8%	114 2%	341 6%	1,193 21%	-	-	-	-
Unemployment Allocation %	01-xx-2-593	44,900 100%	449 1%	2,694 6%	2,694 6%	898 2%	15,715 35%	9,429 21%	2,245 5%	898 2%	1,347 3%	8,531 19%	-	-	-	-
Vill 457 Contrib Allocation %	01-xx-2-594	- 100%	-	0%	0%	-	100%	0%	0%	-	-	-	-	-	-	-
Vill FICA Contrib Allocation %	01-xx-2-595	223,770 100%	2,238 1%	17,902 8%	24,615 11%	8,951 4%	11,189 5%	51,467 23%	20,139 9%	8,951 4%	13,426 6%	58,178 26%	2,238 1%	2,238 1%	-	2,238 1%
Vill Med Contrib Allocation %	01-xx-2-596	74,218 100%	742 1%	4,453 6%	5,195 7%	2,227 3%	25,236 34%	11,875 16%	4,453 6%	2,227 3%	2,969 4%	12,617 17%	742 1%	742 1%	-	742 1%
Vill IMRF Contrib Allocation %	01-xx-2-597	327,867 100%	-	42,623 13%	49,180 15%	19,672 6%	16,393 5%	9,836 3%	32,787 10%	3,279 1%	29,508 9%	121,310 37%	3,279 1%	-	-	-
Vill Pol Pen Cont Allocation %	01-xx-2-598	461,454 100%	-	0%	0%	-	461,454 100%	0%	0%	-	-	-	-	-	-	-
Vill Fire Pen Cont Allocation %	01-xx-2-598	112,746 100%	-	0%	0%	-	0%	112,746 100%	0%	-	-	-	-	-	-	-
Vill PEHP Cont Allocation %	01-xx-2-599	28,455 100%	-	0%	0%	-	28,455 100%	0%	0%	-	-	-	-	-	-	-

<sup>A</sup>New Title: EAP and Wellness Incentive Programs

VILLAGE OF FLOSSMOOR  
IRMA PREMIUM ALLOCATIONS  
FY 12 BUDGET

Description	Account Number	Total Budget FY 12	Executive 42	Finance 43	Pl & Zon 45	Police 48	Fire 49	PSRR 50	Ins Serv 53	PW Adm 55	PW Str 60
Work Comp	01-xx-4-640	118,190	2,364	2,364	2,364	85,095	2,364	2,364	2,364	2,364	16,547
Allocation %		100%	2%	2%	2%	72%	2%	2%	2%	2%	14%
Liab Insurance	01-xx-4-641	78,790	1,576	1,576	1,576	51,212	3,940	1,576	1,576	1,576	14,182
Allocation %		100%	2%	2%	2%	65%	5%	2%	2%	2%	18%
Total		196,980	3,940	3,940	3,940	136,306	6,303	3,940	3,940	3,940	30,729
											196,980

**VILLAGE OF FLOSSMOOR**  
**FULL-TIME POSITION SALARY RANGES**  
**MAY 1, 2011 (2.0%)**

<u>Position</u>	<u>Entry Level Salary</u>	<u>Maximum Salary (Goal)</u>	<u>Number</u>
<b><u>Village Manager's Office</u></b>			
Village Manager	112,798	140,997	1
Asst Village Mgr/Planning Director	90,139	112,674	1
Assistant To Village Manager	55,075	68,844	1
Executive Secretary	47,661	59,576	1
<b><u>Finance Department</u></b>			
Finance Director	90,139	112,674	1
Accountant	58,222	72,778	1
Accounting Clerk	42,686	53,358	2
Cashier/Receptionist	37,003	46,254	1
<b><u>Fire/Inspectional Services Depts.</u></b>			
Fire Chief	93,590	116,988	1
Assistant Fire Chief	82,207	102,759	1
Captain-Training Administrator	64,922	81,153	1
Department Secretary (Fire)	39,780	49,725	1
Building & Zoning Coordinator	42,957	53,696	1
<b><u>Police Department</u></b>			
Police Chief	93,590	116,988	1
Deputy Chief	82,452	103,065	1
Sergeant	77,349	96,686	4
Patrol Officer-Detective	51,384	76,710	2
Patrol Officer-Shift Leader	51,384	76,710	3
Patrol Officer-Acting Shift Leader	49,084	74,410	3
Patrol Officer	48,472	73,798	5
Ordinance Enforcement Officer	44,616	55,770	1
<b><u>Public Safety Reception &amp; Records</u></b>			
Civilian Administrative Assistant	45,638	57,048	1
Police Records Clerk	41,020	51,275	3
<b><u>Public Works Department</u></b>			
Director of Public Works	93,590	116,988	1
Assistant Public Works Director	79,609	99,511	1
Public Works Technician	58,793	73,491	1
Mechanic	59,332	74,165	1
Foreman	55,419	69,274	2
Utility Maintenance Technician	53,976	67,470	1
Maintenance Worker	48,192	60,240	5
Maintenance Worker-Water	50,602	63,253	1
Department Secretary	39,780	49,725	<u>1</u>
			<b><u>52</u></b>

4/8/11

## BUDGET NOTES

## VILLAGE OF FLOSSMOOR

## PART-TIME SALARIES

MAY 1, 2011

(2.0%)

<u>Position</u>	<u>Number</u>	<u>Eligible For ATB Increase</u>	<u>Pay Type</u>	<u>Wage Rate</u>	<u>Annual Hours</u>	<u>Budget FY 11-12</u>	<u>Dept. Totals</u>
<b><u>Executive</u></b>							
Intern(exec/pl)	0	No	Hourly	12.00			
			Meetings	75.00		0	0
<b><u>Finance</u></b>							
Temporary Assistant	1	Yes	Hourly	16.34	400	6,528	6,528
<b><u>Finance-Wat/Sew Adm</u></b>							
Meter Reader-Wat/Sw	1	Yes	sal nov-feb	374.49	9	3,370	
Bud: W=6320 S=2106			" mar-oct	297.39	17	5,056	8,426
<b><u>Police</u></b>							
Ord Enf Offr-3 yrs-imrf(12/4/10)	1	Yes	Hourly	19.01	1,164	22,110	
Ord Enf Offr-2 yrs-imrf	0	Yes	Hourly	17.48			
Ord Enf Offr-1 yrs-imrf	0	Yes	Hourly	15.94			
Range Officer	1	Yes	Hourly	15.83	34	545	
Misc. Auxiliary Police	2	No	Hourly	18.00	595	9,360	
Animal Warden	1	No	Hourly	8.25-9.00	431	3,644	
Crossing Guards	2	No	Daily	27.50	180		
Crossing Guards	2	No	Daily	25.00	180		
Crossing Guards	1	No	Daily	above rates	180	23,400	59,059
<b><u>Pub. Safety Comm.</u></b>							
Records Clerk-A -> 5 yrs-imrf	0	Yes	Hourly	24.65	1,000		
Records Clerk-A -3-5 yrs-imrf	0	Yes	Hourly	22.19			
Records Clerk-A -< 3 yrs-imrf	0	Yes	Hourly	19.72			
Records Clerk-A -training-imrf	0	Yes	Hourly	14.80			
Records Clerk-B -> 5 yrs	1	Yes	Hourly	24.65			
Records Clerk-B -3-5 yrs	2	Yes	Hourly	22.19			
Records Clerk-B -up to 3 yrs	3	Yes	Hourly	19.72			
Records Clerk-B -in training	0	Yes	Hourly	14.80	2,500	75,097	75,097
<b><u>Fire</u></b>							
Summer Help	4	No	Hourly	8.25-9.00	1,600	15,000	
Duty Shift-Plan I Commander	10	Yes	Hourly	19.43			
Duty Shift-Plan II	31	Yes	Hourly	16.94			
Duty Shift-Plan III	4	Yes	Hourly	14.84			
Duty Shift-Plan IV	2	Yes	Hourly	12.72			
Duty Shift-Plan V	5	Yes	Hourly	10.61	13,605		
Duty Shift-Sat & Sun	42	Yes	Hourly	11.61-17.94	4,992		
Duty Shift-Commndr Sat & Sun	6	Yes	Hourly	20.43		389,279	
Mechanic	0	Yes	Hourly	32.48		0	
Mechanic Helper	0	Yes	Hourly	30.48		0	

5-1-11

<u>Position</u>	<u>Number</u>	<u>Eligible For ATB Increase</u>	<u>Pay Type</u>	<u>Wage Rate</u>	<u>Annual Hours</u>	<u>Budget FY 11-12</u>	<u>Dept. Totals</u>
<b><u>Fire-Continued</u></b>							
Paramedic-0-3 yrs	6	No	Monthly	166.60			
Paramedic-4-8 yrs	3	No	Monthly	196.00			
Paramedic-> 8 yrs	13	No	Monthly	228.00	12		
EMT-0-3 years	10	No	Monthly	83.30			
EMT-4-8 years	4	No	Monthly	98.00			
EMT-> 8 years	2	No	Monthly	114.00	8	61,000	
Captain Differential	3	Yes	Annual	4,174	3	12,522	
Lieutenant Differential	3	Yes	Annual	3,028	3	9,084	
Public Info Assistant	0	Yes	Annual	2,908	0	0	
Photography Coord.	1	Yes	Annual	2,908	1	2,908	
Safety Officer	1	Yes	Annual	2,908	1	2,908	
Fire & Paramedic Calls	all	No	Per call	12.50	5,760	94,000	586,701
<b><u>Inspectional Services</u></b>							
Temporary Assistant	1	Yes	Hourly	16.34	264	4,322	
Structural Code Administrator	1	No	Review-hrly	50.00			
			Consult-hrly	25.00	300	7,000	
Electrical Code Administrator	1	No	Per review	30.00			
			Per inspec	30.00	550	8,000	
Plumbing Code Administrator	2	No	Per review	30.00			
			Per inspec	30.00	450	6,000	
Building Inspector-Fire	0	Yes	Review-hrly	16.94		4,985	
		No	Per inspec	30.00			
		Yes	Admin asst	16.94			
Building Inspector-Non Fire	1	No	Per inspec	30.00		5,250	
Back-up Inspectors & Administrators	1		(At above part- time rates)				
Elevator Inspector	0	No	Inspect	28.00		0	
Sanitarian	0	No	Inspect	40.00		0	35,557
<b><u>Public Works</u></b>							
Temporary Assistant	1	Yes	Hourly	16.34	235	3,838	
Temporary Mechanic	2	No	Hourly	10.-13.50	2,000	27,000	
Temporary Snow & Ice	0	No	Hourly	8.25-13.50	117	720	
Horticult. Workers-Seasonal	2	Yes	Hourly	11.13-15.91	1,250	24,693	
Horticult. Wrkrs-Part time	2	Yes	Hourly	13.04	115	1,500	
Crew Leader-Horticulture	1	No	Hourly	11.00-15.00	1,000		
Skill Laborer-Horticulture	2	No	Hourly	up to 10.50	1,000	36,000	
Summer Help-Pkwy Trees	1	No	Hourly	8.25-9.00	435	3,465	
Summer Help-Gen Clean Up	1	No	Hourly	8.25-9.00	435	3,614	100,830
<b><u>Public Works-Weedy Lot</u></b>							
Crew Leader	1	No	Hourly	13.50-15.00	1,000	15,000	15,000
<b><u>Public Works-Water Dist</u></b>							
Water Dist Summer Help	1	No	Hourly	8.25-9.00	435	4,360	
Crew Leader-Grounds	1^	No	Hourly	11.00-15.00	1,000		
Laborer-Grounds	1^	No	Hourly	8.25-9.00	1,000	8,975	
Crew Leader-Wat Sys	1	No	Hourly	11.00-15.00	1,000		
Skill Laborer-Wat Sys	1	No	Hourly	9.00-10.50	1,000	25,500	
Unskill Labor-Wat Sys	0	No	Hourly	8.25-9.00	0	0	38,835

5-1-11

<u>Position</u>	<u>Number</u>	<u>Eligible For ATB Increase</u>	<u>Pay Type</u>	<u>Wage Rate</u>	<u>Annual Hours</u>	<u>Budget FY 11-12</u>	<u>Dept. Totals</u>
<b><u>Public Works-Sewer Coll</u></b>							
Sewer Coll Summer Help	1	No	Hourly	8.25-9.00	435	4,360	
Crew Leader-Grounds	1^	No	Hourly	11.00-15.00	1,000		
Laborer-Grounds	1^	No	Hourly	8.25-9.00	1,000	8,960	13,320
<b><u>Public Works-San Sew</u></b>							
Crew Leader-Grounds	1^	No	Hourly	11.00-15.00	1,000		
Laborer-Grounds	1^	No	Hourly	8.25-9.00	1,000	6,065	6,065
<b><u>Municipal Parking-Comm Acc</u></b>							
Part-time Comm Access	1	No	Hourly	11.-13.50	1,000	13,500	
Temporary Comm Access	1	No	Hourly	11.-13.50	1,000	9,150	22,650

^Position paid from more than one department

4/8/11



## BUDGET NOTES



